

## Accessing The Temporary Greeting Settings for 101Voice Voicemail

*Note: This does NOT apply to MS Teams voicemail extensions.*

- 1) Dial **\*2**
- 2) When prompted for Mailbox, enter the extension then **#**
- 3) When prompted for the PIN, enter it then **#**
- 4) After the voice menu starts, press option **0** ("**mailbox options**"), then **3** ("**temporary greeting**")
- 5) Follow the voice prompts to record the temporary greeting and set it to be used during a specific time period

You may hang up at any time during this process to either start over or to exit the system.