# Creating and Use an Out of Office Greeting on Your Phone

## Step 1: Create / Update your "Out of Office" greeting

1. Press the "Message" button on your phone and enter your number and pin
   - OR -
   Press Button 8 on any phone in the district and enter your number and pin
   -OR-
   Call 419-473-8444 from any phone in the world, press #, enter your number and pin
2. Dial 8 1 7
3. Enter Greeting Number you wish to record
   a. 1 = Main
   b. 2 = Out of Office
   c. 3 = Available
   d. 4 = Available
4. Record your greeting, press # when you are done
5. You can hang up now

## Step 2: Tell the System to use Greeting 2 (or 3, or 4)

1. Press "Transfer" button on your phone
2. Dial 5 6 0
3. Press the Greeting Number to use (if you recorded your Out of Office on 2 then dial 2)
4. Press the "Hold" Button

## Step 3: Tell the System to use Greeting 1

1. Press "Transfer" button on your phone
2. Dial 5 6 0 1
3. Press the "Hold" Button

## BONUS HINT

If you press DND on your phone (with the handset on the hook) then people calling you while you are out will be immediately sent to voicemail when they call you. They will not need to listen to your phone ring for 30 seconds while they wait for voicemail to pick up.