How to Set Voicemail to play a Vacation Message

**Step 1: Record Unavailable Message**

1. Login to Voicemail
3. Hit 1.
4. Hit 3.
5. Press 2 to record new greeting and press # when you are finished.
6. Press 1 to accept the new greeting. Press 2 to re-record.

**Step 2: Set As Unavailable**

1. If you are still in the record greeting section:
   a. Hit #.
   b. Hit #.
2. Press 5.
3. Press *.

You are now unavailable and your callers will hear the unavailable message until you set yourself available again.

**Step 3: Set As Available**

1. Login to Voicemail.
2. Press 5.
3. Press *.