

Partner Messaging Setting a Temporary Schedule

1. Press Voicemail Access Button (VMA, VM, or Voicemail)
2. Dial 0 # (administrator mailbox)
3. Dial *****# (your administrator password)
4. Dial 9 (hidden option, you will not be given this option)
5. Dial 3 (Auto Attendants)
6. Dial 1 (Auto Attendant 1 of 4 available)
7. Dial 5 (Schedule options)
8. Dial 4 (Temporary Schedule)
9. Dial Day for Temporary Schedule:
 - a. 1 Sunday
 - b. 2 Monday
 - c. 3 Tuesday
 - d. 4 Wednesday
 - e. 5 Thursday
 - f. 6 Friday
 - g. 7 Saturday
10. Dial 2 (Closed mode of Temporary Schedule)
11. Dial start time in 24 hour format followed by # (0100=1am, 1300=1pm)
12. Dial End time in 24 hour format followed by # (0100=1am, 1300=1pm)
13. Dial *# (Approve Schedule)
14. Dial 2 (record a temporary greeting)
15. Dial 2 (Record new temporary greeting)
16. Record after the tone
17. Press 1 to stop recording
18. Press:
 - a. 23 to Play back
 - b. 21 to Re-record
 - c. *# to SAVE
19. Hang up