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Once you have logged in:

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Press 0 for mailbox options

Press 1 to record your unavailable message

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Press 1 for new messages

Press 76 to delete & skip to next message, if you don't want to listen to each message

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Press 0 for mailbox options

Press 4 for temporary greeting

After tone, record greeting and press #

Press 1 to accept temporary greeting

This greeting will override the unavailable greeting you have set up currently.

When you want to go back to the original, you go in and erase the temporary greeting.

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Press 0 for mailbox options

Press 4 for temporary greeting

Press 2 to erase the temporary greeting