

Set Temporary Greeting

1. Dial 3880, enter password
2. Enter 8, 2, 3 For Location Greeting
3. Press 2 to record.
4. Once recorded go to Web interface
5. Click on Locations, then select extended absence
6. Click on the Locations Greeting tab
7. Select Play this Greeting
8. Save & close. Exit Locations
9. Click on Calendar
10. Click on the time to start
11. Set the Location, Availability, and Start & End times
12. Save and close.