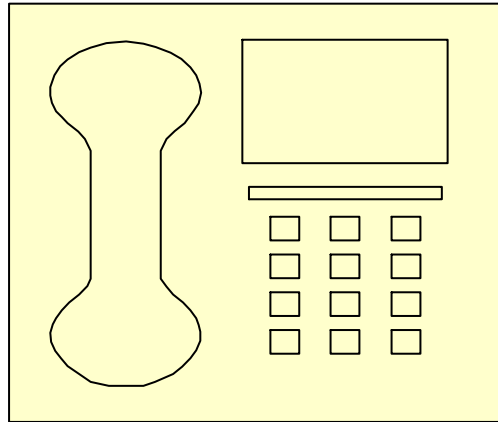


Turning Off Your Voicemail:



- 1) Hit Feature 981 or the voicemail button located on your phone and enter your password to access your voice mailbox.
- 2) Select Admin.
- 3) Select Greet.
 - a) (If you have not already recorded an Alternate greeting, then you will select REC at this point and record an alternate greeting for summer.)
- 4) Select Choose
- 5) Select Alt
- 6) Under message acceptance -change to N (follow the audio prompts or press 1 to change).

You have completed the task of turning off your voicemail. When you return next August, you can change the greeting back to prime and your voicemail will be restored

