Phones - Temporary Absence Greetings for Voicemail

To set up a Temporary Absence Greeting

1. Access your Meridian Mailbox
2. Press 82 for greeting
3. Press 3 for Temporary Absence Greeting (TAG)
4. Press 5 to record the TAG
5. Press # to end the recording
6. Press 9 to set the expiration date and time (Optional)
7. Press 4 to exit the greeting
8. Press 83 to log off

To delete a Temporary Absence Greeting

1. Press 82 for greeting
2. Press 3 for TAG
3. Press 76 to delete the TAG. Your regular greeting is restored
4. Return to Meridian Mail Features and Functions