Out of office or Alternate Voicemail Greeting

Press:

4 - Setup options
1 - Greetings

2 - Enable alternate greeting. If the alternate greeting is already enabled, this will turn it off and play the normal standard greeting.

1 - Set end time and date to turn off the alternate greeting automatically. Example: Press 01300# for 1:00pm or just press # if you want to keep the alternate greeting until you turn it off.

Hang up or press 1 to record a new alternate greeting.