# Out of Office Guide

If you are going to be out of the office, you can forward your phone by dialing *609(phone#). Dial *64 when you return to cancel the forward. If you need to forward your phone, and you're not in your office then email telephone (at) uvu.edu and we'll do it for you. When you forward calls from your desk phone, the caller ID will show 801-863-8000 on all of the calls since it hits the university phone system first.

Option 2 is to let people leave you messages on your desk phone, and you can listen to them via the link in the email you receive. *this option does not work with iPads*

Option 3 is to instruct people on alternative ways to reach you, such as via email or Microsoft Teams.

To record your greeting, you will need to do that on a phone. On campus: use your envelope button to access your own, or *** 9 *** to access any other voicemail (such as a department main number). Off campus dial 801-863-4999, then 1 and your extension and password. Option 4 is to record greetings. Once you record your greeting, you need to select that greeting to play. Do this with Option 4 and sub-options that match your recorded greeting (personal, alternative one, etc) OR go to the webpage OpenTouch@uvu.edu and use your UVID and standard password. Click on the Voicemail box tab and select the greeting you want to play (Activate greeting). Then click *Answer only mode*
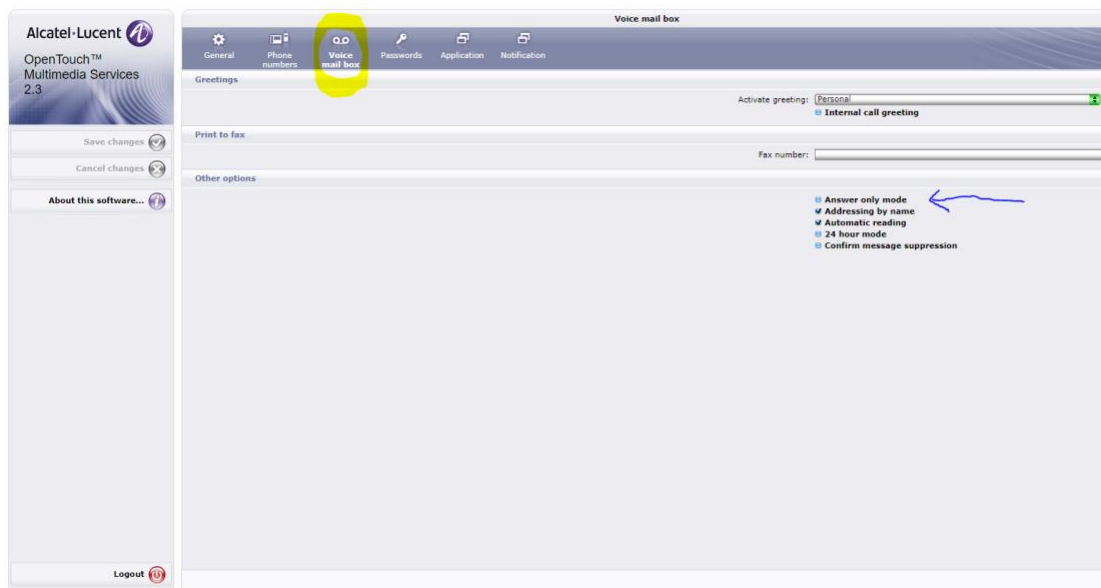
Must confirm changes with save button on the left side of the screen *

Activate greeting: allows you to toggle between recorded greetings

<u>Internal call greeting</u>: allows you to have different greetings for on campus vs off campus numbers (only available if you are using a personal greeting)

<u>Answer only mode</u>: this will disable the ability to leave messages on your voicemail box

<u>Addressing by name</u>: allows you to find people by name

<u>Automatic reading</u>: jumps straight into new messages instead of playing system options first when checking though the phone option

<u>24 hour mode</u>: switches to military time

**Must confirm changes with save button on the left side of the screen **