

How to set up an Alternate Greeting on Unity Voice Mail (for VoIP Phones)

Once recorded and turned on, an Alternate Greeting will automatically start to play. You can configure the date and time to stop the Alternate Greeting from playing by setting an "In Date" and time. Setting an In Date and time will automatically turn off the Alternate Greeting and begin playing your Standard Greeting.

- Dial Unity voice mail access number 941-2450
- Enter your ID Followed by #
- Enter your password followed by #
- Press 4 for Set up options
- Press 1 for greetings
- You will hear "Your current greeting is the standard greeting" (it will play the greeting)
- Press 2 to turn on your alternate greeting
- **Either** **To set an in date press 1**
- For later today press 0
- For tomorrow 1
- For 2 days from now 2 and so on
- To enter a month and day press 9
- Enter the month as a number from 1-12
- Enter the day as a number from 1-31
- Enter the time to the minute then press #
- For am press 1 for pm press 2
- It will play your greeting (default will play)
- **Or** **For No in date 2**
- It will play your alternate greeting (default)
- To re-record the greeting press 1 (customize your greeting here)
- Record and press #