



Unity Voice Mail

SETTING UP ALTERNATE GREETING

1. Inside the district, press “*2220”, wait for the greeting and press “5”, pause then press “*”
2. Outside the district, dial (512) 281-3434 and wait for the greeting. Press “*”
3. Enter your ID/extension number.
4. Enter # to accept.
5. Enter your password.
6. Press # to accept.
7. To record the alternate greeting press “6”
“Record greeting”
 - Press **1** to rerecord
 - Press # to accept
8. To set the greeting to the Alternate greeting press “1”.
9. Press * to exit.

Remember to set the greeting back to the standard greeting the next day!