

Recording or Changing Your Voicemail Greetings

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Setting Up Your Voicemail for the First Time

- 1) From your phone press the “messages” button () or dial **5300**.
- 2) You will be prompted for your password, press **435712** followed by the # sign.(this is a temporary password that you will be required to change)
- 3) The greeting will welcome you to Unity voicemail and ask you to personalize your settings.
 - a) **Recorded name** – You will first be asked to record your first and last name.
 - i) This recorded name will allow your extension to be entered into the spell by name directory. **After recording your name, press #**. The system will ask you to **press #** again to accept your recorded name.
 - b) **Standard Greeting** – The default greeting is “Sorry [recorded name] is not available.” To record your own greeting, **press 1**. After you have recorded your greeting **press #**, the system will play your message back to you to make sure you are satisfied with your greeting. **Press #** to save it and continue.
 - c) **Password** - The automated message will inform you that you need to change your voicemail password. Your voicemail password must be at least 4 digits.
 - i) **Enter your password then press #**. The system will ask you to confirm your password by **typing it again**, and then **press #**.
- 4) The system will now inform you that your voicemail setup has completed. You can test your new password by pressing the “messages” button or dialing 5300 from your phone again, and entering your new password followed by the # sign.

Changing Your Voicemail Greeting

- 1) From your phone press the “messages” button () or dial **5300**.
- 2) Enter your password.
- 3) Select option 4 for “Setup Options”
- 4) Select option 1 for “Greetings”
 - a. Your current greeting will be played. To re-record your current greeting press 1.
 - b. Record your greeting, then press #.
- 5) The system will play back your new greeting.