Subject: Unity Voice Mail – Tip #3 – Alternate Greetings

Everyone should have a default greeting. That is usually just your name, but may also include some additional information if you have recorded it. You also have an option for an alternate greeting. You can use an alternate greeting in place of your default greeting all of the time, or you can set it to be used just while you are out of the office on vacation, or even just for a weekend. Whatever you wish!

You can create and activate your Alternate Greeting right from your UA phone.

- Pick up your phone and dial 621-4000.
- When prompted, enter the PIN you created the other day.
- When you reach the Main Menu, press 4 for Setup Options.
- Press 1 to turn on your Alternate Greeting.
- Press 2 to select or set up your Alternate Greeting.
- Continue following the voice instructions to complete.

If you run into any difficulties, you should contact the 24/7 IT Support Center at (520) 626-TECH (8324). You can also send an email to unity-support@list.arizona.edu.

There is quite a lot of good information online at http://uits.arizona.edu/services/voicemail-unity/getting-started. Check out the Voicemail Quick Guide. You can find that at http://uits.arizona.edu/sites/default/files/Unity-Quick-Card.pdf

Another really good place for more information is the FAQ page, located at http://uits.arizona.edu/faq/unity-connection-voice-mail. You should definitely check out the Top 10 FAQs. It is well worth the visit.