



**QWKPhone™ Services**

**Cisco Unity Call Greeting  
Administration Instructions**

## Cisco Unity Call Greeting Administrator

1. Dial 5010
2. At prompt login with your extension number then press #
  - Example: 92202# (This Is Different For Each Customer)
3. Enter pin press #
  - Default is 543216# (This may be different if you have changed your voice mail pin)
4. Enter extension of call handler
  - Example: 5554000# (This Is Different For Each Customer)
5. Press 2 to change standard greeting
  - Press 2 to record the greeting
  - Listen to prompt and press # after you record, to confirm recording of your greeting
  - You may listen to what you recorded by pressing 1
  - When done recording press \* to return to the greeting menu to record other greetings
6. If you would like to record the closed greeting press 4
  - Press 2 to record the greeting
  - Listen to prompt and press # after you record, to confirm recording of your greeting
  - You may listen to what you recorded by pressing 1
  - When done recording press \* to return to the greeting menu to record other greetings
7. If you would like to record a holiday greeting, press 7, otherwise the closed greeting will play
  - Press 2 to record the greeting
  - Listen to prompt and press # after you record, to confirm recording of your greeting
  - You may listen to what you recorded by pressing 1
  - When done recording press \* to return to the greeting menu to record other greetings