

STEVE'S TECH TIPS

Recording Your Name

Your personal verification (your name) is used in your greeting and outgoing messages, but it's helpful if your NAME and MAILBOX NUMBER are both included. Follow these steps to be sure your name and mailbox are recorded.

- 1. Log into your voice mail by pressing the message key or by dialing 3550**
- 2. enter your 4 digit extension number followed by the # key.**
- 3. Enter your password followed by the # key.**
- 4. Press 8*.**
- 5. Press 2**
- 6. Press 9 for personal verification.**
- 7. The prompt will say either "The personal verification is(name)" OR "There is no name for personal verification of mailbox (number)."**
- 8. If only your name is recorded, press 76 to delete it.**
- 9. To record your name and mailbox, press 5.**
- 10. Wait for the tone and then record your name and mailbox number. (Example: "Steve Schiller – extension 3651")**
- 11. Press # to end the recording. The prompt will tell you your personal verification.**
- 12. Press 4 to save it.**

10. Press 83 to log off.