

## **Recording Your Name on your Extension**

- 1) Press voicemail button on phone
- 2) Press the call VM in the bottom left corner of the screen
- 3) Enter your password (if you never set up voicemail, try 11520 as the password)
- 4) Listen to the prompts
- 5) Press 7 for mailbox options
- 6) Record your name press 6
- 7) You will hear current name/recording, press 2 to re-record name. Make sure you save it once done

As a test, call your extension and let it go to voicemail. See if you hear your name on your extension.