

To Change VM Greetings and Names for Personal Mailboxes

Change Name Recording

- 1) Press VMsg
- 2) Press *#
- 3) Press 9+Ext Number of mailbox to make changes to.
- 4) Enter security code.
- 5) Press More
- 6) Press Setup
- 7) Press Pers
- 8) Press More
- 9) Press RcNam
- 10) The system will ask you if you want to record your name, press 1 for Yes.
- 11) When you are done recording Press *
- 12) The system will repeat what you just recorded and will ask you if you want to change it. If you are satisfied with recording press 2 for No and then hang up.

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