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### **Setting up A Mailbox greeting and call by name directory**

*This is where you will record your greeting for your personal voicemail box.*

- 1- Press Voicemail Key (The VM MSG button)
- 2 -Enter Password (The Default password is 0000)
- 3 -Press option 5 (Personal Greetings)
- 4 - Press 1 for No Answer Greeting
- 5 - Press 2 to record the greeting (After the beep start speaking)
- 6- Press 2 when finished speaking
- 7 - Press # to accept
- 8 - Press 1 to assign the greeting (This is the last step for recording your voicemail message)

These are the steps for recording your Name for the Directory.

- 1- Press Voicemail Key (The VM MSG Button)
- 2- Enter Password (The default password is 0000)
- 3- Press # for Personal Services
- 4- Press 7 for Personal Administration
- 5- Press 2 to record your name
- 6- State your Name
- 7- Press 2
- 8- Press # to accept (This is the last step for recording your name for the directory)



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***These are the steps for entering your name in the Call by name directory***

***You will enter your last name first using the numbers on the phone. (Example: 2-abc, 3-def, 4-ghi, 5-jkl, 6-mno, 7-pqrs, 8-tuv, 9-wxyz. So if your name is Allen you would enter 25536.***

- 1- Press Voicemail Key (The VM MSG button)
- 2- Enter Password (The default password is 0000)
- 3- Press # for Personal services
- 4- Press 7 for Personal Administration
- 5- Press 3 to enter a Directory Name
- 6- Press 2 to change and follow instructions
- 7- Hang up