

Name Recording



In order to change your name, you will need to access the Phone Manager.

To access **Phone Manager**:

- 1) Dial **7 0 0 0**.
- 2) When prompted, enter your security code.
- 3) Press **3** for **Phone Manager**.
- 4) Press **1** for **Personal Options**.
- 5) Press **5** to record your **Name**.

Follow the prompts exactly, in order to change your greeting, paying special attention to pressing "2" to begin recording, and "2" again to stop recording.

Note: Any time you are logged into your mailbox you can press the **#** sign to receive a full list of the available options, including Phone Mgr.