

HOW TO CHANGE NAME IN VOICEMAIL

Your System Administrator function is in mailbox 999

Dial Voice Mail Access Number

When the voicemail system answers and you hear “Enter your security code”—DON’T—instead:

Press #

Press *

Enter mailbox number 999#

Enter the security code for this mailbox

Press 8 for System Administration

Enter 5 to Add User ID

Enter number you want to assign to new user (ext. #)

Press 1 to confirm the number

The system will tell you that Name 1 and Name 2 are not entered

Press 1 to enter Name 1 (First Name) follow prompts

Press 2 to enter Name 2 (Last Name) follow prompts

The new mailbox will be set up with a default password that is their extension number + 997 OR extension number + 0000