

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 *999#

Enter your security code

Press 8 for System Administration

Enter 5 to Add or Change User ID

Enter the extension number you want to change

Press 1 to confirm the number

The system will tell you what is listed for Name 1 and Name 2

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

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