

## **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