

## Changing Your Recorded Name And/Or Greetings For Your Phone

\*\*\*Please note – These procedures can be followed from ANY Inter-Tel phone station in ANY of our school buildings

- 1) Pick up the phone and dial 72601. You will hear a recording identifying the Inter-Tel Voice Processing system.
- 2) Press the \* key on the phone keypad. You will hear a recording asking for your mailbox number.
- 3) Enter your phone extension. You'll hear a recording asking for your password.
- 4) Enter the password you use to get to your voice mail in your room, and then press #.
- 5) You'll hear a number of options:
  - a. Record a message (2)
  - b. Personal options (4)
  - c. Message options (5)
- 6) Press the 4 key on the phone keypad.
- 7) You'll hear a number of options:
  - a. Personal Greeting (1)
  - b. Name In Directory (2)
  - c. Password (3)
  - d. Message Envelope (4)

It is important to understand what the difference between your personal greeting and name in the directory are. Your name in the directory is nothing more than your name. If you press 2, you'll hear options for reviewing or rerecording your name. Follow the prompts to complete this process.

You have two recorded greetings available on your phone, a Primary greeting and a Secondary greeting. Your primary greeting would be the normal greeting people would hear if they call and get your voice mail, telling them that you are not available and asking them to leave a message. A secondary greeting might be used to indicate that you are going to be out of the office for an extended period of time, such as vacation. You could record a specific message saying that you will be out of the office on specific dates. You could then select that greeting, and it would play until you return from vacation and reset to your primary greeting.

The prompts for recording and selecting primary and secondary greetings are very simple. All you have to do is listen to the prompts and select the appropriate options. If you start but make a mistake and want to start over, there are options for this, or you can simply hang up and try again!!! Any time you make changes you should call your extension from another room and make sure that your recording are what you want.