

## Changing Your Recorded Name

To change your recorded name, or the name that identifies you to callers, perform the following steps:

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**Step 1** Go to Voice Mail from phone.

**Step 2** Press **4** to access the Setup Options menu.

**Step 3** Press **3** to access your personal settings.

**Step 4** Press **2** to change your recorded name.

**Step 5** To record a new name, wait for the tone and say your first and last name. When finished, press **#**.

**Step 6** Your newly recorded name plays. Press **#** to keep it, or **1** to rerecord.