## trispective keeping telecommunication solutions personal!

**How do I change the recording for the company directory?**

1. Press F981 or the “VM Access” button.
2. From your extension, enter your password.
3. You now will want to record the company directory message by pressing 8 then 1.
4. For example, at the tone you simply say “Joe Blow, extension 21” You will only hear this recording when you login into your mailbox or when a caller dials by name from the auto attendant.
5. Remember to press # after you have recorded the message.

Note:  Just listen to the Voicemail lady and she will help you

