

Name Recordings

How to Review & Update

Recording a name for a voicemail box determines which extensions get listed in the Auto Attendant Directory options. If a name is not recorded, then that extension does not get included!

Easiest way to review if a name has been recorded:

- Press *Messages* button twice
 - This connects you to the Message Center. Prompt will sound like:
 - **Welcome –Recorded Name – to the Allworx Message center**

This will need to be done from each extension's handset.

How to manage your voicemail name recording:

1. Log into Message Center
 - a. Press 'Messages' button twice
2. Enter your Pin + # when prompted
3. Choose **Option 4** – Manage Message Center System Settings
 - a. **Option 2** – Change the **recording of your Name**

***** Listen to the Prompts & SAVE your changes *****