HOW TO MANAGE/UPDATE THE DIAL BY NAME DIRECTORY

Press **PROGRAM (or PROG/HELP)**

Press **HOLD**

Enter your **Administrator Password** followed by the **#** sign (default is 456)

Press **6**   The system will say "to record the system prompts, press 1. To record the directory names, press 2."

Press **2**

Enter the **three digit extension number** you wish to add or edit followed by **#**
>   (to determine any phone's three digit extension number, simply press the PROGRAM or PROG/HELP key on the phone. The phone will display its "name" and the extension number)

The system will play for you the current AUDIO recording for the directory entry. This is simply the spoken first and last name of the staff member assigned to that extension number.

The system will prompt you from there "to record, press 1. Press 1 again when you are finished. Or, to confirm, press the # key." (NOTE: you can re-record as many times as you would like by continuing to press 1 to record and 1 to end. Press # when you are satisfied with your entry).

> **TO DELETE AN ENTRY, YOU WILL PRESS HOLD INSTEAD OF 1 and when prompted by the system to "confirm the recording that is to be deleted" press #.**

The system will prompt you to "enter the key for this name"   The "key" is the three <u>numbers</u> that correspond to the first three <u>letters</u> of the person's first OR last name. For example, Jim would be 546. Smith would be 764. (NOTE: Be sure to verify if your directory is by first OR last name before entering the key).

Press **#** when you are done.

To verify your changes, press 1 from your phone. When you main greeting starts to play, select the option that is your dial by name directory, and then proceed as if you were a caller. To verify deletions, enter the three digits that represent the name of the person you deleted. The system should say "no names match".