

Every staff member who has a yealink phone **MUST** record a self ID message within their voicemail account. This will link the dial by name directory to your extension.

### **HOW TO SETUP SELF IDENTIFICATION**

Go in to **your** voicemail

- Hit the message button or dial 9999 (hit send) to enter your voicemail system
- Enter pin (default is **your extension number**, usually displayed on your phones screen) followed by #
- Press 9 for options
- Press 5 for self ID
- Press 0 to record new self ID message
- Speak first name, then last name press #
- Press 0 to save message

### **HOW TO SET YOUR VOICEMAIL GREETING UP**

- Hit the message button or dial 9999 (hit send) to enter your voicemail system
- Enter pin (default is your extension for the pin) followed by Pound #
- Press 9 for options
- Press 8 for greeting messages
- Press 0 to record new greeting message (this is the you have reached office of please leave etc.....)
- When done with greeting message press #
- Press 0 to save message