

## Mitel – Record Your Voicemail Name

In order for the Mitel phone system's **Dial by First Name** feature to work, each person needs to record their Name.

You can do this by logging into the phone system, similar to checking your Voicemail.

1. Call the main line of either office
2. When the auto-attendant answers, press # key
3. Enter your Extension number (refer to the *Extensions List.PDF*)
4. Enter your Voicemail PIN Code
5. Press **7** to **Change Mailbox Options**
6. Press **6** to **Record Your Name**
6. Follow the prompts, Record and Save.

If you need assistance, please reach out to us at [helpdesk@howardbuilding.com](mailto:helpdesk@howardbuilding.com)