



North Florida Communications

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LG IPECS eMG-80

Changing your Company Directory Name

Input your First & Last Name

This controls the spelling of your name that callers will input in the company directory.

- 1) In your web browser, enter the IP Address of your telephone system. (Ask your system administrator if you do not know the address.)
- 2) When prompted, enter your "User ID" and "Password", then press "Login". User ID is your extension number. Password is your voice-mail password.
- 3) From the Left-Hand Menu, select "Station Attributes".
- 4) Find the line titled "Company Directory – First Name" and enter your first name.
- 5) Find the line titled "Company Directory – Last Name" and enter your last name.
- 6) Press "Save" in the top right-hand corner of the web page.

Record Your Name

This is the name that will be played when a caller uses the "Dial-By-Name" Directory on the Auto-Attendant.

- 1) Dial 563 then lift your handset.
- 2) Press 1 for Record.
- 3) Press # and say your first & last name at the tone.
- 4) Press the  (Hold/Save) button & hang-up.