My name doesn’t appear in the dial-by-name directory

Problem:
When someone try’s to dial by first or last name to find the proper extension for "Joe Smith." Joe Smith is not listed as an option.

Solution:
For the dial-by-name directly to function properly, two steps must be completed.

- In system programming, PGM110, the first and last name must be entered in the "CD First Name" and "CD Last Name" fields
- Joe Smith must record his name announcement. This is done from Joe’s digital phone by: pressing: PGM, 6, *, #, record your name, and press "save.â€

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