

BEV

How to Record Your Name

Recording your name will assist BEV in recognizing your particular pronunciation and will allow your callers to recognize your voice when they reach your extension. If you do not record your name, BEV will remind you each time you attempt to use extensions 3600 or 2000.

- Access BEV's internal extension (3600) or external number (773) 995-2000.
- Dial 123 to access the name recorder.
- When prompted, identify yourself by stating "my name is".
- You will then be instructed to enter an access code (your extension number), then press #.
- Listen to the instructions to pronounce your name followed by the # sign.
- Your recorded name will be played to ensure it is pronounced correctly.
- To accept your recorded name say "yes" or to re-record your name, say "no".

NOTE: As a security feature, you will only be allowed to record your name once in the system. Should you have a need to re-record your name after the initial recording, please call extension 2646 for assistance.