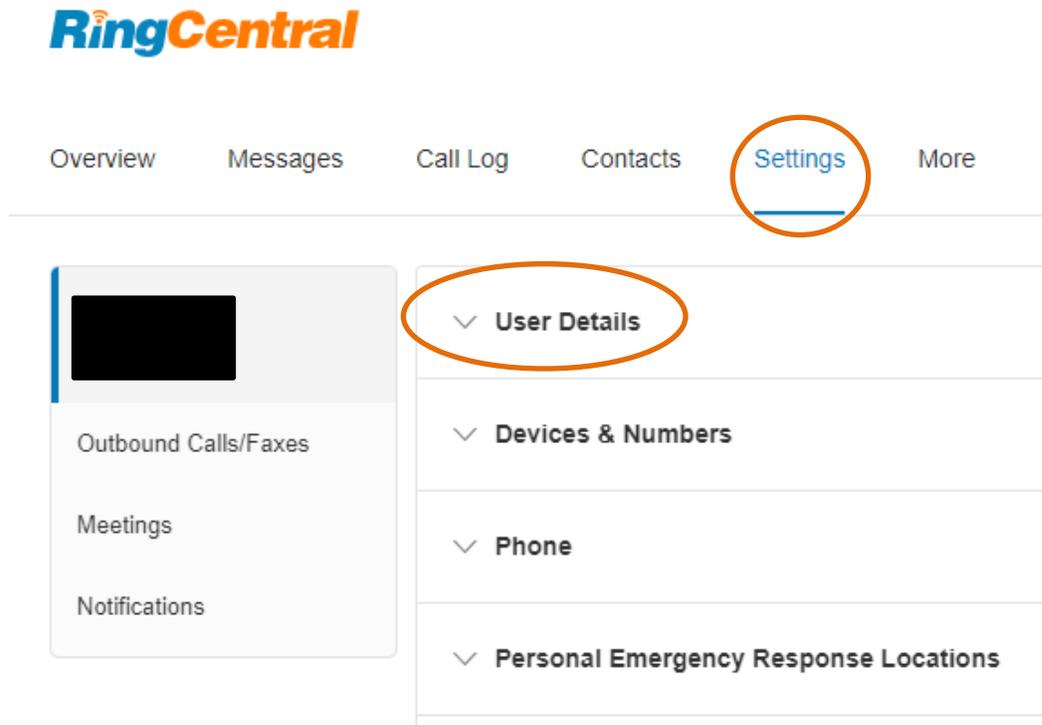


How to record your User Name

1. Go to the RingCentral sign in page
<https://service.ringcentral.com/>
2. Click on **Settings** in the options along the top
3. Click on **User Details**



4. Click on **Edit** under **Record User Name**

The screenshot shows the 'User Details' page in RingCentral. At the top, there is a header with 'User Details' and a back arrow. Below the header, there are four tabs: General, Settings & Permissions, Security, and Meetings. The 'General' tab is selected. The page is divided into two columns of form fields. The left column contains: First Name, Last Name, Job Title, Contact Phone, Publish in Company Directory, Email, and a checkbox for 'Yes, I would like to receive information on product education, training materials, etc'. The right column contains: Record User Name (with a dropdown menu showing a redacted name and '(Default)', and an 'Edit' button circled in orange), Department, Mobile Phone, Publish in Company Directory, Status, and Enabled. At the bottom, there is a checkbox for 'Send an email when a phone is added' which is checked.

How to record your User Name

5. You can set **Record by RingCentral text-to-speech** or **Record my name**.

Record User Name

Record by

RingCentral text-to-speech

✓ RingCentral text-to-speech

Record my name

Cancel Save

- If you set to RingCentral text-to-speech, enter your name in the text field below Greeting Name.

NOTE: You need to spell out the name the way it sounds to help the system pronounce it correctly. For example, you can enter "John Smith one oh one" so the system will mention John Smith 101.

- If you select Record my name, you have the option to record it by following the prompts on the phone, or by recording it straight from your computer microphone, or by uploading a .wav or .mp3 file.

6. Click **Save**