

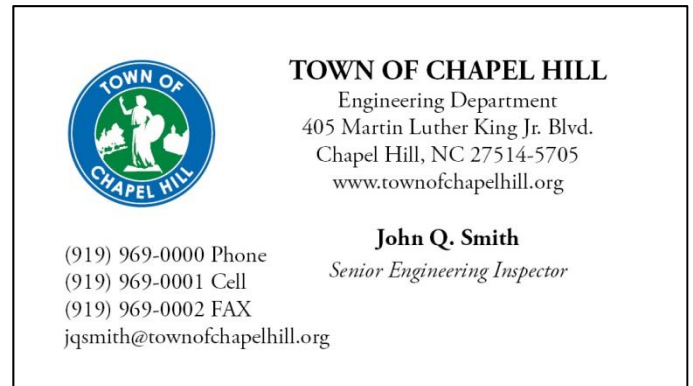


How to Share Your Contact Information

All Town of Chapel Hill business collateral – letterhead, envelopes, business cards and email signatures – reinforce an identity standard that promotes brand consistency across Town departments and programs. Departments are not at liberty to create their own logos. Only official Town logos and slogans may be used.

Order Business Cards

- To order business cards contact *A Better Image Printing* at graphics@abetterimageprinting.com
Use the template that the printer has on file for Town of Chapel Hill employees
- Include your name, department, and relevant phone numbers. It's best to use your direct line. List a cell number only if you receive the cell phone subsidy from the Town.
- Order in quantities of 250 or 500



Example Business Card

Add Contact Information to the Online Directory

- Contact your department's web steward to add information to the directory. It is best to list your direct line as your main phone number.

Recording a Voicemail Greeting

- Press the messages button on your phone and enter your PIN, then press #.
- Press 4 (setup options)> 1 (change your greeting)> 1 (current greeting)
- After your current greeting plays, press 1 to rerecord it or press 3 to record a different greeting. Choose the greeting, and then rerecord it. Press # to stop recording.

Accessing Voicemail Remotely

- Dial 714-992-7750. Press the * (asterisk) button when prompted, enter your ID (your extension number) then press #.
- Listen to the menu and follow the voice instructions.



Create an Email Signature

Uniform email signatures present a professional image while providing brand consistency across Town of Chapel Hill departments and programs. Consider the following guidelines and options:

- Include your name, your department or program, your title and the best method for getting in touch with you. Answer three questions: Who are you? Where do you work? How do I reach you?
- Standard-sized san-serif fonts, black in color, ensure a signature will appear the same regardless of the email provider each recipient uses. Don't use colorful designs or unusual fonts.
- Do not use personal sayings or quotations in business correspondence. What you find funny, another person may find offensive. Stick to the basic contact facts.

Your email signature is only effective if you use the settings in Microsoft Outlook to make it appear at the bottom of all emails. We encourage you to do this, as it makes finding your contact information easier.

Choose an Email Signature Option



Name

Title

Department

[Town of Chapel Hill](#)

405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705

Phone: (919) XXX-XXXX

Fax: (919) XXX-XXXX

Fire Department



Name, CFO, EFO

Title

Division

Chapel Hill Fire Department

[Town of Chapel Hill](#)

403 Martin Luther King Jr Blvd
Chapel Hill, NC 27514-5705

Phone: (919) XXX-XXXX

Fax: (919) XXX-XXXX



Name

Title

Department

[Town of Chapel Hill](#)

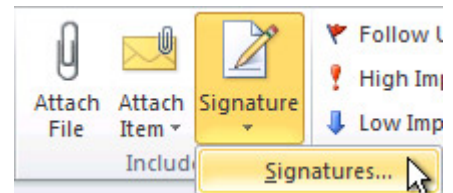
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705

Phone: (919) XXX-XXXX

Fax: (919) XXX-XXXX

To add a new signature

1. Select and copy the signature you want to use (see options above).
2. Open a new message. On the **Message** tab, in the Include group, click **Signature**, and then click **Signatures**.
3. On the **E-mail Signature** tab, click **New**.
4. Type a name for the signature, and then click **OK**.
5. Paste the signature into the **Edit signature** box and edit it to include your contact information. Click **OK** to save.



To insert a signature into your emails

1. Open a new message. On the **Message** tab, in the Include group, click **Signature**, and then click **Signatures**.
2. Under **Choose default signature**, in the E-mail account list, click the email account with which you want to associate the signature.
3. In the **New messages** list, select the signature that you want to include.

