

Changing a Name on a Phone.

Note: The following instructions for changing the name on a phone are for the most common software version. The actual programming steps may differ in some ways, depending on the system software.

To enter a programming session, follow the next few simple steps:

- 1) Press FEATURE * * 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4

Display will read: "*Terminals & Sets*"

Using the navigation keys, as displayed below, follow the next simple steps:



- 3) Press: *Show*

Display will read: "**Show Set**"

Enter the extension number that you want to change

4) Press: *SHOW*

Display will read: "**The extension number and the current name**"

5) Press: *SHOW*

Display will read: "**Line Access**"

7) Press: *NEXT*

Display will read: "**Capabilities**"

8) Press: *NEXT*

Display will read: "**Name: __**"

9) Press the "**CHANGE**" soft key.

Using the dial pad spell out the name

Ex: If you need the letter K press the 5 key twice and then press # to confirm the letter.

10) Press: *NEXT* to save the name.

Once the name is changed you may press Rls to end the programming.