

### 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.