

HOW TO CHANGE NAME ON TELEPHONE

Press the “Mode” button under your LCD screen

“Admin” will appear on the screen. Press the button under the word Admin

Enter your administrator password

Press “Hold” button

“Phone Name” appears

Press “Hold” button again and DN ID appears

Enter the extension number for the phone on which you want to make the change

The current name associated with the extension will appear

Press the button over the word left to delete characters and then retype the name on the key pad, i.e. for “A” press #2 once; for “B” press #2 twice; etc.

Press the “Hold” button when finished to save the changes.

Press the “Mode” button twice to exit