Changing the name of a telephone

Begin the programming session

Jan 1 12:00pm	Press 6.
Feature:	Press ⁎ ⁎ 2 6 6 3 4 4 .
Password: RETRV	Press 2 3 6 4 6 .

Change the name of a telephone

Terminals&Sets▶	Press Show .
Show set:_ LIST	Enter the internal number (DN) of the telephone or voice mail extension. In this example, the DN is 221.

If the set has already been given a name, it appears after DN: on the display.

221:221▶ FIND	Press Show then Next .
Name:221 CHANGE	This is the name the display shows if you do not change it. Press CHANGE.

Decide what name you want to give to the telephone number.

Name:_ -->	Press the numeric dialpad button that has the first letter of the name until the display shows the letter you want.
Name:J BKSP -->	Press -->.
Name:J_ <-- BKSP -->	Use the dialpad and --> until you have the entire name.
Name:JEAN B <-- BKSP -->	Press Next to use the name you have entered.

The name can be up to seven characters long, including spaces.

Name:JEAN B CLR CHANGE	Press ☎ to end your session.

You can press Heading once to continue programming this telephone, or press Heading twice to return to the Terminals&Sets heading.

End of session