



To Change the name in your telephone's Display:

From any phone (leave the phone hungup)

Enter **FEATURE** (key) # *

Enter password # # # # # # # #

Press **show** (in the display)

Enter **04 05**

and the **extension number**,

then press **save**

Press **chg**

Enter the new extension user name like you would with a cell phone,

for M enter 6, # advances to the next letter

for I enter 444, # advances to the next letter

for K enter 55 and # advances to the next letter

for E enter 33

Press **hold** button

Press on/off (**SPK**) Speaker button

If the phone's display asks you to **SAVE** after entry of the name's digits – choose **save** from the LCD Screen