



### How to change an Extension Name

- 1 - Enter Programming Mode (Can use any working display phone)  
Do not lift the handset and press the **Speaker** button  
Enter **\*7\***  
Enter the **four digit Admin password** then press the **Transfer** button
- 2 - The phone will now be in Program Mode  
Select **Base** from the four options using the associated softkey button  
Enter **23** and press the softkey button associated with **select table**
- 3 - The Extension Number and Extension Name will be displayed  
Select the desired Extension Number to change using the + and - softkey buttons.  
Press the **Mit** button to go to the Ext Name line  
Enter the New Name using the **Number dial keypad**  
The **Recall** button will delete an entry for the AG  
The **Hold** button will add characters to the right of the cursor  
Press the **Transfer** button to accept the new name.
- 4 - To change additional names  
Press the **Answer** button  
Press the **up arrow** softkey  
Press the **select** softkey  
Press the + or - softkeys until the Extension Number to change is displayed  
Go to step 3 in this list
- 5 - When all name changes have been completed  
Press the **Answer** button **four times** or until the Program Mode is displayed  
Press the **Speaker** button  
The system will save the changes and return the display to normal  
**Lift and put back the handset(s)** of the changed extension(s) to reflect the changed name(s).
- 6 - Done

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