

DISPLAY NAME CHANGE INSTRUCTIONS

To change name programming on Pro II or Elite phone system:

Use extension 100 or 101 for programming. Check each phone you want to change by pressing FNC (or Feature) 4 on the dial pad. In the display it will show the ext. number = 2-digit port number, i.e., 100=01. Write down the port number. In programming, you use the port number instead of the ext. number.

1. Enter programming mode (go off-line) by pressing FNC (or Feature), Hold, # 0 * (pound, zero, star)
2. Press line key 4 (line button on top of phone, not dial pad) then press 18 on dial pad.
3. Press CNF (or Conf) button until the correct port number shows in far left field.
4. Make sure flashing cursor is within the brackets < >, if not, press * (star) until it is.
5. Use dial pad to enter characters, i.e., to enter the letter "C" press the 2 key three times. To add a name to each speed dial entry, press the dial pad number corresponding to the alpha character desired. (six characters maximum). If you want to erase existing name, press Hold.

i.e. 2=A,B,C,a,b,c, or 2 3=D,E,F,d,e,f, or 3 etc. For BOB, press 2-2-6-6-6-2-2.

5. When finished, press TRF (or Transfer) to write changes.
6. Press speaker to exit.