To enter a programming session, follow the next few simple steps:

1) Press FEATURE * * 2 6 6 3 4 4

2) Enter Password: 2 6 6 3 4 4 – or password that set I set up

Display will read: " Terminals & Sets"

Using the navigation keys, as displayed below, follow the next simple steps:

3) Press: Show

Display will read: "Show Set"

Enter the extension number that you want to change

4) Press: SHOW

Display will read: "The extension number and the current name"

5) Press: SHOW

Display will read: "Line Access"

6) Press: NEXT

Display will read: "Capabilities"

7) Press: NEXT

Display will read: "Name:__"

8) Press the "CHANGE" soft key.

Using the dial pad spell out the name

Ex: If you need the letter K press the 5 key twice and then press # to confirm

the letter.

9) Press: NEXT

Once the name is changed you may press rls to end the programming.