

Quick Reference Guide

Programming Station Names

This guide will explain how to change the name next to the extension number in the phone display.

Change Station Name using your Desk Phone

Follow the steps below to change the name of your extension

1. Press **“Transfer”** and then dial **“104”**
The display shows [xxx] STN NAME with xxx your extension number
2. Press and hold the ‘Hold’ key to clear the displayed name or use **“Volume up and down keys”** to move the cursor.
3. Use the key pad to enter the letter. Change between upper and lower case pressing the left button in the last row of your phone keys.
4. Press **“Transfer”** to save your changes

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