

How to Change the Station Name on Phone

1. Go to the phone extension that needs the name changed.
2. **With handset in cradle**, press the **“Transfer”** key.
3. Dial **“104”**
4. Using the table below, enter employee name.
5. When finished, press the **“Transfer”** key.

Count	1	2	3	4	5
Dial 0	Q	Z	.)	0
Dial 1	Space	?	,	!	1
Dial 2	A	B	C	@	2
Dial 3	D	E	F	#	3
Dial 4	G	H	I	\$	4
Dial 5	J	K	L	%	5
Dial 6	M	N	P	^	6
Dial 7	P	R	S	&	7
Dial 8	T	U	V	*	8
Dial 9	W	X	Y	(9
Dial *	:	=	[]	*

While programming, the display will look similar to this:

```
[201] STN NAME
```

```
[205] STN NAME
```

```
[205] STN NAME  
SAM SMITH
```

HELPFUL TIPS:

To clear name and start over, press the **“Hold”** key.

To backspace, press the **“▼ Volume”** key, and to move forward press the **“▲ Volume”** key.

When the character you want appears on the same dial pad key as the previous character, press the **“▲ Volume”** key (in doing so, the cursor moves one space to the right).