

How to Change the Station Name on Phone

1. Go to the phone extension that needs the name updated.
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 TIP:

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