



Valentine Systems

Technology Solutions

CONTACT US FOR SUPPORT: 631-862-1339

To Add, Change, or Delete A Directory Name

Press:

Program

Hold

456#

62

Enter extension number

Press the # key on your keypad

Press 1 to record name (or press hold to delete the entry) Press 1 again when finished

Press the # key on your keypad

Enter the key for the name (Greg would be 4734)

Press the # on your keypad when done

Repeat for the next entry or hang up if finished