



CONTACT US FOR SUPPORT: 631-862-1339

## To Change The Name Of An Extension

Press  
Program  
Hold  
456#  
321

Enter the extension number you want to program then press #

Enter the letters for the name using your keypad, example: We want to program Tom as the name. I would press button 8 for T then press the pound key (#) to advance to the next letter, then press 6 three time for the letter O, then press the pound key to advance to the next letter, then press 6 for M, then press the pound key (#) key three times, you can now either enter the extension number of the next phone you want to program or hit the release button to exit programming.