

Quick Reference Guide

Changing the name of an extension

This guide will explain how change the name of an extension on the Alcatel PABX using a handset. This must be done from the operator phone, which is an Alcatel *039 series phone.

Update the station name

1. Scroll left to **"Menu"**.
2. Press button next to **"Operator"**.
3. Enter your password. This will either be your Main Business Number, or **"help1954"**.
4. Press the button to the left of where you see **"Subscriber"** on the screen.
5. Enter the extension number (e.g. 101) you want to change the name of.
6. Press the button to the left of where you see **"Name"** on the screen.
7. Press the button to the left of where you see **"Clear"** to clear the name.
8. Use the keyboard at the bottom of your handset to type the new name.
9. After you are finished changing the name, press the **"OK"** button.

© Telequip 2016