

# Quick Reference Guide

## Programming Station Names

This guide will explain how to change the name next to the extension number in the phone display. Names can be up to 11 characters long, including spaces.

### Change Station Name using your Desk Phone

Follow the steps below to change the name extensions

1. Press **“Transfer”** and then dial **“200”**
2. Dial the pass code, which is **“1234”**
3. Dial **“1”** to Enable
4. Press **“Transfer”**
5. Press **“Transfer”** and then dial **“104”**
6. Dial the station number (eg. 205), or use the **“Volume up and down”** keys to select the station, then press the button to the left of the Scroll key.
7. Press and hold the Hold key to clear the displayed name or use **“Volume up and down”** keys to move the cursor.
8. Use the key pad to enter the letters. Change between upper and lower case for the next letter by pressing the left button in the last row of your phone's programmable keys.
9. Press **“Transfer”** to save your changes

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