“HOW TO CHANGE NAMES FOR EXTENSIONS”

Feature **266344
Pswd: ADMIN

**Use program template below to navigate through programming. Place template over top four buttons that have triangles in LCD when entering programming mode. See below:

See: TERMINALS AND SETS

Press SHOW
Enter EXT #.
Press SHOW
Press NEXT
Press CHG on the display
Enter letters of name using the dial pad (same as you would on a cell phone).

Press NEXT when done.
Press RLS on telephone set to finish.
**HOW TO CHANGE TIME AND DATE**

Feature **266344**  
Ps wd: **ADMIN**

**Use program template below to navigate through programming. Place template over top four buttons that have triangles in LCD when entering programming mode. See below:**

```
<table>
<thead>
<tr>
<th>BACK</th>
<th>Δ</th>
<th>Δ</th>
<th>NEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADING</td>
<td>Δ</td>
<td>SHOW</td>
<td></td>
</tr>
</tbody>
</table>
```

See: TERMINALS AND SETS

Press NEXT (5 times) until you see TIME & DATE  
Press SHOW  
Press CHG and NEXT on Display to make time and date changes.

Press RLS to finish programming.
“HOW TO CHANGE MAILBOX SETTINGS”

Feature 983
Log:     If you have 2 digit extension numbers, the enter:
         12  0000  or  12  1234

         If you have 3 digit extension numbers, then enter:
         102  0000  or  102  1234

Press OK

You will see on your display:

```
ADMIN
MBOX   AA   OTHR
```

Press MBOX:

```
MAILBOX ADMIN
ADD   DEL   CHNG
```

Press CHNG:

Enter Mailbox #

Press RESET (if you want to reset the mailbox password back to default of 0000)

*If you want to change the name on the mailbox, then continue with the follow; otherwise press RLS to finish.*

Press NEXT three times. Here is where you can change the name of the mailbox.

Press CHG and enter the last name first using the dial pad.

*Press the # key twice in order to place a comma between the last name and the first name.*
Press NEXT when finished entering the entire name.

Press RLS to get out of programming.

“HOW TO RECORD NAME IN MAILBOX”

Access personal mailbox by entering:

Feature 981
Enter password

Press ADMIN

Enter “1” on the dial pad and wait for the tone to record new name for the company directory. Follow the prompts to save recording.