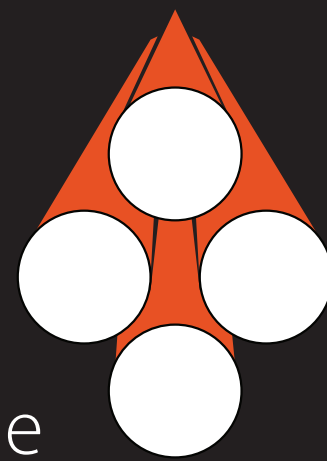


# Commsplus

## Self Help



### Change the name on a phone

**To change the name on a Samsung display phone, follow the steps below:**

- 1) Put the handset on hook.
- 2) Dial (press) the following:

TRANSFER

104

HOLD (to delete existing name)

TYPE THE NEW NAME (for E press 3 twice, for space use volume+/-)

- 3) Press transfer to save and exit.

**To change the name for any phone, follow the steps below:**

- 1) Put the handset on hook.
- 2) Dial (press) the following:

TRANSFER

200

1234

1

SPEAKER

104

Extension will be displayed, type the extension you want.

(for example [201] STN NAME)

Hold (to delete existing name)

- 3) Type the new name (For space use volume+/-)

- 4) Press right hand soft key to save (button under display)

[To change another extension - type extension no. and repeat.]

- 3) Press transfer to save and exit.