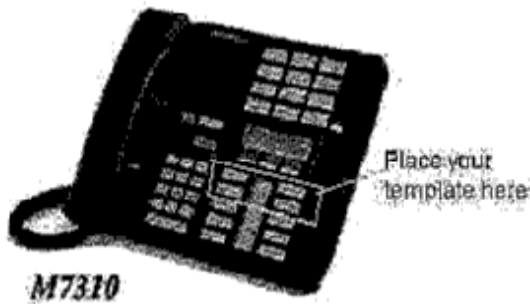
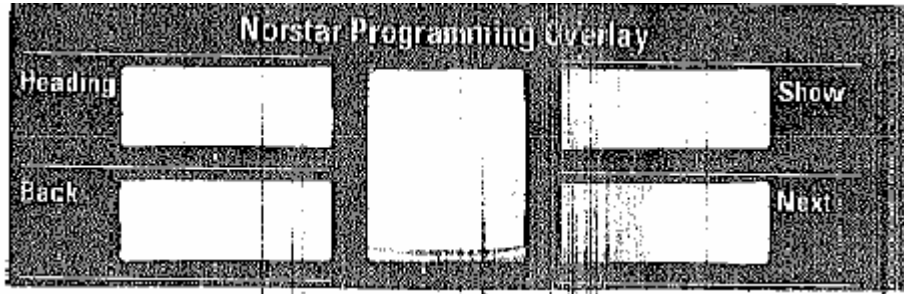


Memorandum



HOW TO CHANGE A NAME (PHONE)

1. Press Feature **266344 then enter password 266344
2. Display should show Terminals & Sets
3. Press show Key then enter extension number
4. Press show again then press next UNTIL NAME APPEARS
5. Press change
6. Enter name via keypad (press 2 two times for a B) then press # between each letter.
7. When finished press next (to confirm name)
8. Press RLS