

Naming the Stations

Naming the phones: **This must be done from extension 10 with Handset down**

Attendant Features

8.6 System Telephone Naming

You can assign a name that is either a personal name or a group name to each system telephone. This name can be up to seven letters in length and will show up in the user's display and/or in the called party's display. You can compose a valid name from any alpha-numeric character; however, the first character of a display name must be an alphabetic character. Typical names could be SRVC, MKTG 1, and K SMITH.

When appropriate programming action has been taken by the installer, a second line showing the personal intercom number of the calling station is also displayed.

• **Name the system telephones as follows:**

1. USE letter code table (page 98) to compose names for all telephones requiring them (up to seven letters per name are allowed) and record the names on the station name record (page 103).
2. PRESS INTERCOM.
3. DIAL *#0*53.
4. SELECT telephone to be named by dialing the extension number
 - DIAL number plus # if extension number is less than 4-digits).
5. DIAL # to clear any current entry.
6. DIAL 2-digit codes that correspond to letters in name (station names must begin with a letter).
7. DIAL # to save name or save cleared name.
8. REPEAT steps 4 through 7 until all telephones are named.
9. PRESS SPEAKER to end.

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Letter Code Table (for naming the phones)

Letter	Code		Letter	Code		Character	Code
A	21		a	24		SPACE	12
B	22		b	25		;	17
C	23		c	26		/	18
D	31		d	34		“	19
E	32		e	35		.	27
F	33		f	36		,	28
G	41		g	44		:	29
H	42		h	45		1	01
I	43		i	46		2	02
J	51		j	54		3	03
K	52		k	55		4	04
L	53		l	56		5	05
M	61		m	64		6	06
N	62		n	65		7	07
O	63		o	66		8	08
P	71		p	74		9	09
Q	11		q	14		0	00
R	72		r	75			
S	73		s	76			
T	81		t	84			
U	82		u	85			
V	83		v	86			
W	91		w	94			
X	92		x	95			
Y	93		y	96			
Z	13		z	16			