

HOW TO

HOW TO CHANGE NAME ON SCREEN

- 1:- Press Transfer button
- 2:- Press 104
- 3:- Press hold to delete name that's already there
- 4:- then using the keypad write new name
- 5:- Then press transfer to store

ANOTHER WAY TO PROGRAMME NAME IS:

1. Transfer 200
2. press 1234 then 1
3. Transfer
4. Then Transfer again and dial 104
5. type in ext then delete old name and type in new name
6. transfer to store

CHANGING DATE AND TIME

1. Press Transfer key
2. Dial 200
3. Dial 1 2 3 4
4. Press 1
5. Press speaker
6. Dial 5 0 5
7. Day of week, month, date & year will appear on your screen. Type over digits as they appear on your screen until you get 'HHMM' – hours and minutes and type in the correct hour using the keypad.
8. Press Transfer – process complete