

**Toshiba Name Change (Must be done from Admin phones):**

Press MODE button below display.

Press ADMN.

Enter Password 0000 Hold.

Display will show PHONE NAME.

Press Hold.

Display will show DN ID.

Enter extension to change.

Press the second key to backspace and re-enter the name. (To enter a space press the third key under the display).

Spell the name using the dial pad on your telephone.

Press Hold.

To get out of programming lift handset and hang up.