

Use the following procedure to change the User display name on an Emerald ICE telephone:

1. Enter system administration programming:
  - a. Press “ **PGM # \*** ” (Program button followed by the Pound key then the Star key)
  - b. Input the system password. “ **#####** ” (The default password is eight pound key presses)
  - c. Press **Show** (the soft key is located below the display legend)

2. To change the name of the station:
  - a. Dial “ **04,05 - xxx** “ **where xxx is the ext #** then press the **Save** soft key
  - b. Press “ **chg** “ then enter the new User Name for the extension using the number keys on the dial pad:

**Note:** DTMF digits (1,2,3,4,5,6,7,8,9) are used to enter alphanumeric labels for the extension ports. Locate the number key that contains the desired letter and press that key the amount of times necessary to match the letter you wish to enter for that character position. **Example:** Press the 5 key twice for the letter “K” (**JKL**), press the 6 key three times for the letter “O” (**MNO**). After entering each letter, press the **#** key to advance to the next character.

- c. Press the “Volume“ button to save the new data and return to DB item selection. Keep pressing the volume button to exit programming mode.