

## RENAMING TOSHIBA STATIONS

### SUBJECT

How to change the Station Name for any telephone in the CTX/CIX family, using Administrator Mode.

### DESCRIPTION

Using the soft keys on your telephone, you can program the Extension (PDN) Name for any telephone in the CTX/CIX family using Administrator Mode.

### INSTRUCTIONS

**\*\*\*Note:** You will use your phone's softkeys to change the Station Name. The softkeys are located under your telephone's display, as shown on the image below.

1. Enter Administrator Mode
  - a) Press the MODE button/softkey on the telephone display
  - b) Press Scroll. (The "ADMIN" soft key should appear above Scroll)
  - c) Enter the password +Hold (0000= default password)
2. Once in Admin Mode, PHONE NAME should appear in the display
  - a) Press Hold
  - b) Enter in the DN ID number + Hold (This would be the extension number of the target station)
  - c) Enter in the NAME (use the dial pad's Alphanumeric characters and the Page Button to back space)
  - d) Press HOLD (This will register the name and allow you to make the next Phone Name Entry)
  - e) Simply lift the handset when done.

NOTE: To allow a telephone to perform Administrator privileges, enable FK34 Administrator Phone in Program 205, Station, Assignments, DKT tab.



**SOFT KEYS: (from left to right)**

**MODE | PAGE | SCROLL | FEATURE**