

To change an extension NAME on your ESI system:

Press PROG/HELP (or PROGRAM)

Press HOLD

Enter Administrator password followed by # (note: default password is 456)

When you hear “for extension programming, press 3” – PRESS 3

When you hear “to program extension feature authorization, press 2” PRESS 2

When prompted “to program basic feature authorization, press 1” PRESS 1

You will be prompted to enter the station number to program. The station number is the extension number. Enter the 3-digit extension number followed by #.

You will be prompted to enter the letters for the name. This is done using the old T-9 texting method, pressing the number keys until you see the desired letter show up. For example, for the letter L, you would press the 5 key three times.

When you see the correct letter, press # to confirm, then proceed with the next letter. When the full name is showing, press # again to confirm the entry.

The system will then begin to take you through other features for that extension. At this point, you can simply press the speaker key to end the programming of the extension name.

NOTE: ON ALL PHONES WITHOUT PAPER DESIS, YOU WILL NEED TO “REBOOT” THE PHONE IN ORDER FOR THE NEW NAME TO DISPLAY FOR AN EXTENSION THAT HAS HAD IT’S NAME CHANGED IN THE SYSTEM.