

Programing the name in the display of your Vodavi Telephone

To create your name:

1. With the handset in the cradle of your phone, Dial 690 on your key pad.
2. Use dial pad keys to enter your name (up to 7 characters).
3. Press the Speed button to complete programming process.

To erase your name:

1. With the handset in the cradle of your phone, Dial 690 on your key pad.
2. Press the Speed button to complete the erasing process.

***Please Note:**

If you have a 4-Digit extension, you will need to add your leading digit to the code 690. e.g. "My name is Mary and my extension number is 2100. I would type, 2-690-61-21-72-93 and then hit the SPEED button to complete programing.

The name will not appear in your display until you have pressed SPEED.

