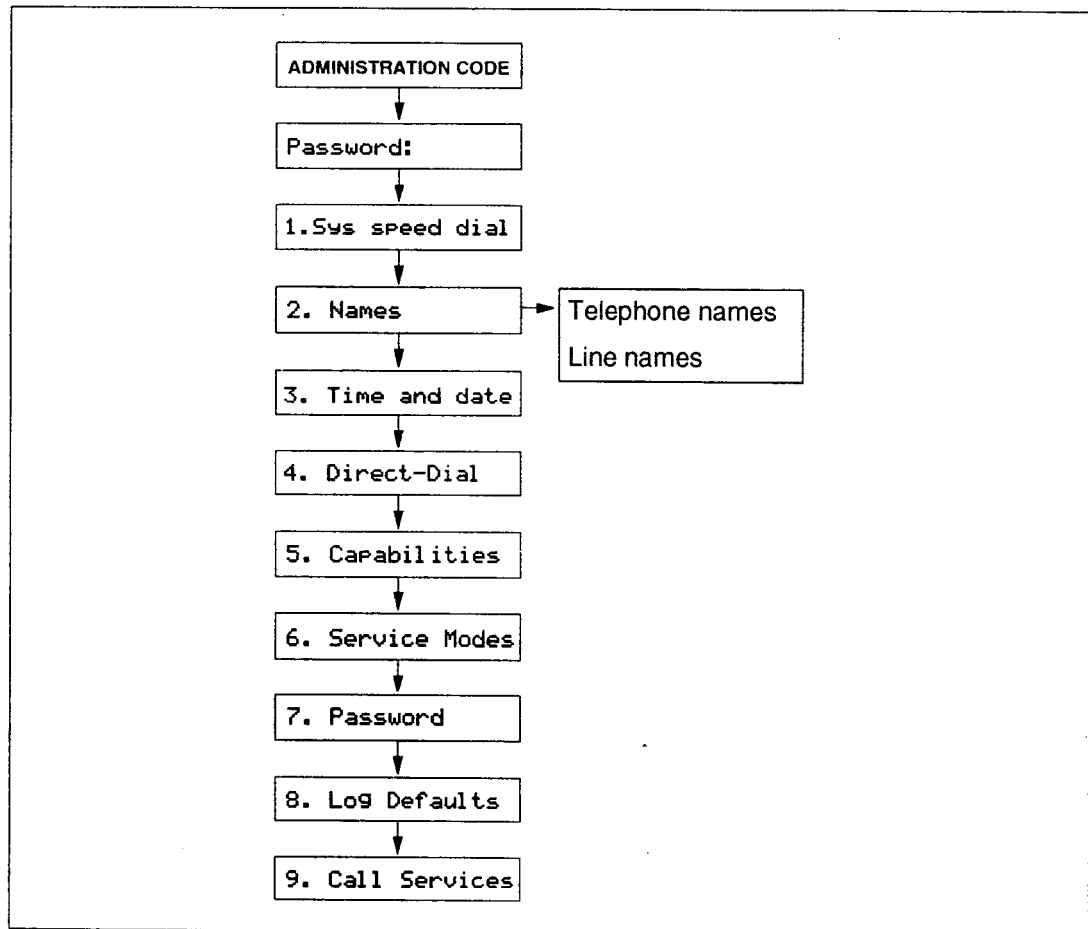# Names

You can assign names to identify external lines and your co-workers' telephones. During a call, the name (if programmed) is shown on the telephone display instead of the external line number or internal telephone number of the caller.

```
        ┌─────────────────────────┐
        │  ADMINISTRATION CODE    │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  Password:              │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  1.Sys speed dial       │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐      ┌──────────────────┐
        │  2. Names               │─────▶│ Telephone names  │
        └─────────────────────────┘      │ Line names       │
                    │                     └──────────────────┘
                    ▼
        ┌─────────────────────────┐
        │  3. Time and date       │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  4. Direct-Dial         │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  5. Capabilities        │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  6. Service Modes       │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  7. Password            │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  8. Log Defaults        │
        └─────────────────────────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  9. Call Services       │
        └─────────────────────────┘
```

Programming hints

Telephone names and line names can contain both letters and numbers, but cannot be longer than seven characters. The # and * symbols cannot be used.

You can give the same name to two or more telephones, or to a telephone and a line in your system. To avoid confusion, you should avoid such duplication. Use initials, abbreviations, or even nicknames to give each telephone a unique name.

Two lines cannot have the same name. If you enter a line name which has already been used, you hear an error tone, and the display shows Use unique name.

Telephone Names

Personalize your office communication by assigning names to the telephones in the Norstar system. A telephone's default name is its internal number, for example, 27.

Begin with the display showing **1.Sys speed dial**.

1. Press `Next`.
    The display shows **2. Names**.

2. Press `Show` twice.
    The display shows **Show set:_**.

3. Enter the two-digit internal number of the telephone.
    OR
    Press `Next` for the name of the telephone with the first internal number.

4. Press **CHANGE**.
    The name is removed from the display, and a cursor is shown.

5. Enter the first character of the name by pressing the appropriate dial pad button one, two, three, or four times.

6. To move the cursor to the next position, press **—>** or `#`.
    Continue entering characters. For more information, see the Entering names heading in the Programming details section of this chapter.

Programming hints

If Automatic Telephone Relocation is turned on, the name and internal number of a telephone are saved if the telephone is moved within your system.

Line Names

Line Names allows you to assign a name to an external line. The default name is the line number, for example, Line 02.

Begin with the display showing 1.Sys speed dial.

1. Press [Next].
    The display shows 2. Names.

2. Press [Show].
    The display shows Set names.

3. Press [Next].
    The display shows Line names.

4. Press [Show].
    The display shows Show line: _.

5. Enter the two-digit line number from the dial pad.
    OR
    Press [Next] to program the name of line 01.

6. Press CHANGE.
    The name is removed from the display, and a cursor is shown.

7. Enter the first character of the name by pressing the appropriate dial pad button one, two, three, or four times.

8. To move the cursor to the next position, press --> or [#].
    Continue entering characters. For more information, see the Entering names heading in the Programming details section of this chapter.