

## **NEC SV8100**

## How to change the name on a handset



- 1. Press Speaker key
- 2. Dial 700
- 3. Dial the extension number you want to change
- 4. Start entering name by using keypad
- 5. Press hold key to save your changes
- 6. Use keypad to scroll though upper case to lower case letters
- 7. Use the # key to enter letter on same key or enter a space
- 8. Press Speaker key to save and end

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