# HOW TO: PROGRAM NAMES ON YOUR TELEPHONE DISPLAY
## *NEC Aspire and UX Telephone Systems*

**From the phone where you want to program the display (leave the handset in the cradle):**

1. Press the **CALL 1** button
2. Dial **800**
3. Press **Hold**
4. Enter the letters of the name using the instructions below. The name can be up to 12 digits long.
5. Press **Hold** (you will hear confirmation beeps)
6. Press the **Speaker** key **(SPK)** to hang up

## KEYS TO USE FOR PROGRAMMING THE NAME:

When programming a name on your phone, the dial pad digits become the letters of the alphabet. Press the dial pad digit once for the first letter in the group, twice for the second letter, etc. For instance, for the letter C, press dial pad digit **2**, three times. The system automatically moves to the next letter.

**#** = Accepts the entry (only required if two letters on the same key are required, ex- :TOM) Pressing # again=space.

**Conf**= Clear the entry one character at a time
**Clear**= Clear all entries from the point of the flashing cursor to the right