Nortel CICS & MICS - Name Change Instructions

CHANGE NAME FOR EXTENSION

1. FEATURE ** 266344
2. (If it asks for a user ID, that will be 738662)
3. Password: 23646 (ADMIN) or 266344 (CONFIG)
4. "TERMINALS & SETS" will appear on the screen. You will also see the buttons on the right-hand side of the phone light up with a triangle next to them. The top right is SHOW, the bottom right is NEXT, the bottom left is PREVIOUS (it will back you up) and the top left is HEADING (it will back you out of that menu).
5. Press "SHOW" (top right button)
6. "SHOW SET" will appear on screen. Enter the extension number of the phone you want to make changes on.
7. Press "SHOW" once, (top right button)
8. Press "NEXT" (bottom right button) until 'NAME' shows on screen.
9. Press "CHANGE" on keys below screen
10. The old name will clear out and you will be enter to type in the new name (# to scroll to next letter and space) ** if there is a Q or Z in the name you may find those letters by using the number 0**
11. Once the name is in, press "NEXT"
12. RLS out of system

CHANGING NAME ON MAILBOX

1. FEATURE 983
2. LOG: 120000   2 digit ext numbers
          1020000   3 digit ext numbers
          10020000   4 digit ext numbers

Some systems will ask for a user ID and a password. If this is the case with your system, the user ID is 738662, and the password is 266344.

3. Press "MBOX"
4. Press "CHANGE"
5. Enter in the Mailbox # (should match the extension number EXCEPT on reception sets. On the main phone set – usually extension 221 – the mailbox will be 100)
6. Press "NEXT" until "NAME" appears
7. Press "CHANGE"
8. Type in the new name and press "OK"

Changing Name recorded in Company Directory

1. Feature 981
2. Enter password
3. Press 8
4. Listen to recording and select option – To record name in company directory press___
5. Select that option and record name