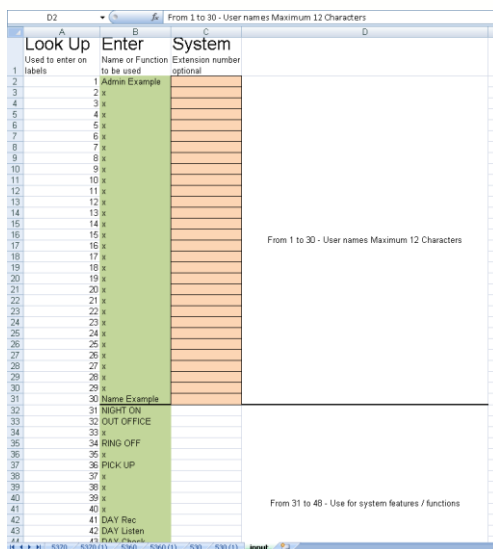


Label my phone(s)



Download the Zip Excel file from our website

Support | AASTRA User Guides | How2



Look Up	Enter	System
Used to enter on labels	Name of Function to be used	Extension number optional
1	Admin Example	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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24		
25		
26		
27		
28		
29		
30		
31	Name Example	
32	31 NIGHT ON	
33	32 DUT OFFICE	
34	33	
35	34 RING OFF	
36	35	
37	36 PICK UP	
38	37	
39	38	
40	39	
41	40	
42	41 DAY Rec	
43	42 DAY Listen	
44	43 Day V. Recall	

Extract and Open the Excel file

Click on the green **{input}** tab at the bottom

Enter the user names from 1 to 30 in green Column B. Note you can only enter a maximum on 12 characters

Use 31 to 48 for system features and functions

You may choose to enter extension numbers in Column C

Select the terminal ref tab at the bottom
E.g. 5370 for Office 5370 desk-phone

Using the green Columns C, F, I, L and O

Enter the 'Look Up' number from Column A in {input} tab

It maybe a good idea to print this {input}page as a reference

For example:

Enter the digit 1 in the blue box C2

This will put the text 'Admin Example' in B2, the user of this phone

Enter digits 30 in green box C3

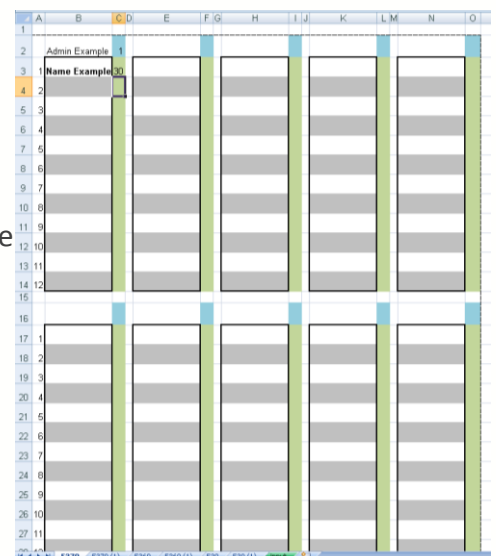
This will put the text 'Name Example' in B3 (used as a Team key)

Print and save as required (Print a test page first*)

To clear entries select blue or green boxes (or full column)

then right click and select [clear contents]

* check printer driver so page scaling is set to non or actual size



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2	Admin Example	1												
3	Name Example	30												
4														
5														
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