


# Telephone Label Form

[Using Features: Multi-Line Phones.](#)

To use this form, make sure you have your  tool selected.

**To create feature labels:**

1. Move your cursor to the ▼ at the right of a box. Click for a drop down menu of available features and select the feature that you would like to print in that box.
2. Repeat step 1 with additional boxes for each feature for which you would like a label.

**To create telephone number labels:**

1. Move your cursor to the ▼ at the right of a box. Click for a pulldown menu of available features and select "Phone Number".
2. Select the text as you would in a word processor and type over it to enter your phone number.

All text is editable, so you can customize feature names or add numbers to "Intercom" to suit your specific needs.

Once you have finished setting up your labels, you can print and cut out using the lines as guides.

For additional assistance, contact CNS at 5-HELP.

Set One

Set Two

Set Three


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