Entering Characters

The Character Code Table is referred to throughout this manual when character entry is required. Using the Character Code Table and the Numeric Keypad, perform the following steps to enter characters:

1. Press the Numeric Keypad number that corresponds to the character you desire. The first character displays.

2. Press that keypad number repeatedly until the correct character displays.

3. If the next character is on a different numeric key, the cursor advances automatically, or press the **Right** arrow key to move to the next position.

4. Perform steps 1 through 3 for each character to enter.

5. Verify the name you entered. To change a character, move the cursor to that character and enter the correct character.
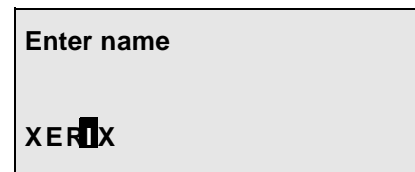
Correcting Characters
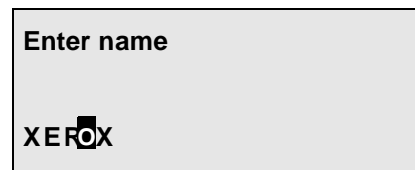
> *Note:* *You may need to move the cursor to the left or right, then reposition the cursor prior to entering or deleting a new character.*

Replacing Characters

Input correct characters over the existing characters.

Enter name X E R ⬛ X

1. Using the ◄ and ► arrow keys, position the cursor at the character to be corrected.

Enter name X E R **O** X

2. Enter the desired character.