

# How to Change the User on a Phone

1. Click on the username that **USED TO HAVE THIS PHONE**:

User List » Users with Extensions

Search

Q

▼ (1)

Reset All

+ Add User

↓ Download User List

⋮

Status

Roles

Department

Sites: ADR Administration

✖ Delete

✓ Enable

✕ Disable

↻ Send Invite

⚙ Set Credentials

📄 Apply Templates

🌐 Change Site

<input type="checkbox"/>	St... ^	Name	Number	Ext.	Roles	Department	Site	Msg.	A
<input type="checkbox"/>	✓	<u>Username 1</u>	(984) [REDACTED]	853	Standard (no Premium)		ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	Username 2	(984) [REDACTED]	85	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	<u>Username 3</u>	(984) [REDACTED]	853!	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 4	(984) [REDACTED]	850:	Custom User Admin		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 5	(984) [REDACTED]	855	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	<u>Username 6</u>	(984) [REDACTED]	855	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	(Username 7	(980) [REDACTED]	854	Standard (no Premium)		ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	Username 8	(984) [REDACTED]	854	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 9	(980) [REDACTED]	851	Standard (no Premium)		ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	<u>Username 10</u>	(984) [REDACTED]	851	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 11	(984) [REDACTED]	852	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	<u>Username 12</u>	(828) [REDACTED]	852	Super Admin		ADR Admini...	0 / 1	

2. Click on **User Details**

<input type="checkbox"/>	Status	Name
<input type="checkbox"/>	✓	<u>Tech Lab</u>

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Tech Lab

Ext. 8556   Outbound Calls/Faxes   Meetings   Notifications

▼ User Details

▼ Phones & Numbers

▼ Screening, Greeting & Hold Music

▼ Call Handling

▼ Voicemail

▼ Group Memberships

▼ Personal Emergency Response Locations

3. Fill out the **First Name**, **Last Name**, and **Email** of the New User that will be using this phone.

☐ ☒ Tech Lab

Ext. 8556   Outbound Calls/Faxes   Meetings   Notifications

^ User Details

General   Settings & Permissions   Security

First Name

Last Name

Job Title

Extension Number

Mobile Phone

☐ Publish in Company Directory ⓘ

Status

Record User Name ⓘ  
Tech Lab (Default)

Department

Contact Phone ⓘ

☐ Publish in Company Directory ⓘ


Email

< 1 >

4. Make sure to **ONLY** check this box and then click save.


Status

Enabled

☒ Include User in Company Directory ⓘ 

☐ Yes, I would like to receive information on product education, training materials, etc

☐ Send an email when a phone is added



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