

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 [X] []

[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"/>	✓	Username 3	(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"/>	✓	Username 6	(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"/>	✓	Username 10	(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"/>	✓	Username 12	(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>

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			

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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

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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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Revision #4

Created 24 January 2023 20:01:11 by Ethan Dancy

Updated 24 January 2023 21:36:11 by Ethan Dancy