

# 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...	ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	Username 2	(984) [REDACTED]	85	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 3	(984) [REDACTED]	853	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 4	(984) [REDACTED]	850	Custom User Admin	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 5	(984) [REDACTED]	855	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 6	(984) [REDACTED]	855	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 7	(980) [REDACTED]	854	Standard (no Premium)	ADR Admini...	ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	Username 8	(984) [REDACTED]	854	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 9	(980) [REDACTED]	851	Standard (no Premium)	ADR Admini...	ADR Admini...	0 / 0	
<input type="checkbox"/>	✓	Username 10	(984) [REDACTED]	851	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 11	(984) [REDACTED]	852	Standard (no Premium)	ADR Admini...	ADR Admini...	1 / 1	
<input type="checkbox"/>	✓	Username 12	(828) [REDACTED]	852	Super Admin	ADR Admini...	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
∨ <b>User Details</b> ←			
∨ <b>Phones &amp; Numbers</b>			
∨ <b>Screening, Greeting &amp; Hold Music</b>			
∨ <b>Call Handling</b>			
∨ <b>Voicemail</b>			
∨ <b>Group Memberships</b>			
∨ <b>Personal Emergency Response Locations</b>			

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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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