

# How to Change the User on a Phone

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

User List » Users with Extensions

(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"/>		<u>Username 2</u>	(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"/>		<u>Username 4</u>	(984) [REDACTED]	850:	Custom User Admin		ADR Admini...	1 / 1	
<input type="checkbox"/>		<u>Username 5</u>	(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"/>		<u>Username 7</u>	(980) [REDACTED]	854	Standard (no Premium)		ADR Admini...	0 / 0	
<input type="checkbox"/>		<u>Username 8</u>	(984) [REDACTED]	854	Standard (no Premium)		ADR Admini...	1 / 1	
<input type="checkbox"/>		<u>Username 9</u>	(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"/>		<u>Username 11</u>	(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

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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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