

Change Desk Phone Name Display

These are extension from 700- 799 only (for other ranges, please contact the Telephone Supervisor)

Web browse to 10.10.1.51:61000

The image shows a login form for the NEC User Web Portal. It features a dark blue header with the text 'User Web Portal' and 'NEC' on the right. Below the header, there are two input fields: 'Station No.' and 'Password'. A blue 'Login' button is positioned below the password field. The version number 'V6.1.0' is displayed in the top right corner of the form area.

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Credentials in 1Pass - NEC Web Portal Name Change

Go To Top Menu for **Admin Menu**, the side Menu for **User Management**. The screen will show all Extensions programmed and the user name.

Search for the user via name or EXT number (Station No.)

The screenshot shows the NEC Admin Menu interface. At the top left is the 'NEC' logo. On the top right, it says 'User Name: Dylan Healy (Admin)'. Below the logo is a navigation bar with tabs: 'System Directory', 'Personal Directory', 'History', 'Settings', and 'Admin Menu'. The 'Admin Menu' tab is selected. Below the navigation bar, there is a search bar with a magnifying glass icon and the text 'Detail Search'. To the left of the search bar is a sidebar menu with options: 'Group Management', 'System Directory (Admin Menu)', and 'User Management'. The 'User Management' option is selected. The main content area displays a table with the following data:

Station No. ^	Tenant No. ↓	Name ↓	Authority of User ↓	Edit of User Profile	Edit of Personal Directory	Setting of Call Forwarding
789	01	Matt Collopy	User			
790	01	Tracey Horton-C	User			

Click on the Edit of User profile Button

Edit of User info: Station No.= 789

Name ?

Name display

Name Display Setting ?

Incoming call Indication

Internal Call ?

External Call ?

User Permission

present permission Administrator ?

=Follow system data settings Supervisor ?

User ?

Unauthorized User ?

Follow system data settings

Reset Password

Reset ?

1-16 characters.
More than 8 characters are recommended.

Change the User name and hit **Set**

Revision #2

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