

# Change Desk Phone Name Display

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

Web browse to <http://10.10.1.51:61000>

The image shows the login page of the NEC User Web Portal. At the top, there is a dark blue header with the text "User Web Portal" and "NEC" on the right. Below the header, the version "V6.1.0" is displayed. The main content area is a light blue box containing two input fields: "Station No." and "Password". Below these fields is a blue "Login" button.

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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. At 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 of users.

| 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**

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