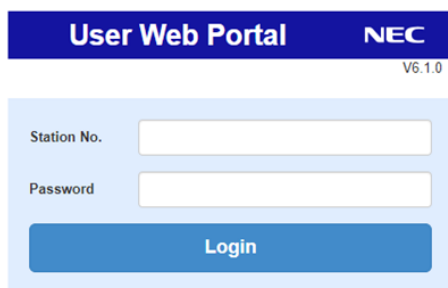


# Change Desk Phone Name Display

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

Web browse to 10.10.1.51:61000



The login screen features a dark blue header with 'User Web Portal' and 'NEC' logos. Below the header, there are two input fields for 'Station No.' and 'Password', followed by a blue 'Login' button. The version 'V6.1.0' is displayed in the top right corner.

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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 screen displays the NEC Admin Menu with a sidebar on the left containing 'Group Management', 'System Directory (Admin Menu)', and 'User Management'. The main area shows a table of users with columns for Station No., Tenant No., Name, Authority of User, Edit of User Profile, Edit of Personal Directory, and Setting of Call Forwarding. A search bar is located at the top of the table.

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

Created 7 March 2023 05:24:56 by Dylan Healey

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