

# 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 the "NEC" logo. Below the header, the version number "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 is a breadcrumb trail: "[Admin menu] - [ User List ]". On the left side, there is a sidebar menu with options: "Group Management", "System Directory (Admin Menu)", and "User Management" (which is highlighted in blue). The main content area features a search bar with a magnifying glass icon and the text "Detail Search". Below the search bar is 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 #5

Created 2023-03-07 16:24:56 UTC by Dylan Healey

Updated 2026-05-11 01:32:12 UTC by Dylan Healey