

## Changing Names, VM Passwords and Email addresses

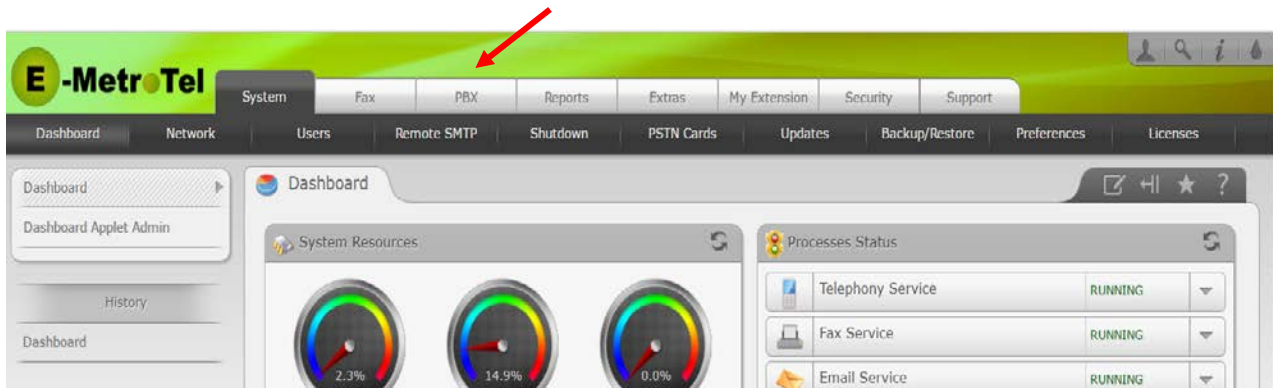
Login to the UCx Call Server with your “useradmin” account.

Username: useradmin  
Password: \*\*\*\*\*



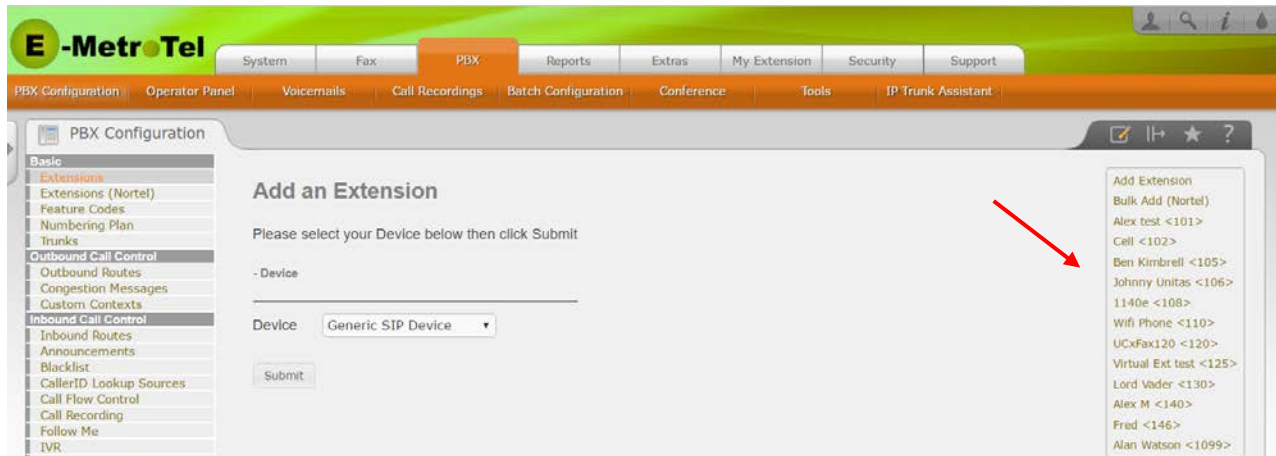
The image shows the E-MetroTel login interface. It features the E-MetroTel logo at the top left. Below the logo, there are two input fields: 'Username:' with the text 'useradmin' and 'Password:' with a masked password of seven asterisks. A 'Submit' button is located below the password field. At the bottom of the screen, there is a message: 'Assurance Service Renewal: 2017-08-30' and 'UCx is licensed under GPL by E-MetroTel. 2010 - 2017.'

At the Dashboard click on the PBX Tab.



The image shows the E-MetroTel dashboard. The top navigation bar includes the E-MetroTel logo and several tabs: System, Fax, PBX, Reports, Extras, My Extension, Security, and Support. A red arrow points to the PBX tab. Below the navigation bar, there are several sub-tabs: Dashboard, Network, Users, Remote SMTP, Shutdown, PSTN Cards, Updates, Backup/Restore, Preferences, and Licenses. The main content area is divided into two sections: 'System Resources' and 'Processes Status'. The 'System Resources' section contains three gauges showing usage percentages: 2.3%, 14.9%, and 0.0%. The 'Processes Status' section contains a table with three rows: 'Telephony Service' (RUNNING), 'Fax Service' (RUNNING), and 'Email Service' (RUNNING).


From the list of Extensions on the right click on the extension you wish to edit.



From here you can edit the name of the phone; scrolling down the page further you will get to Voicemail where you can edit Voice Mail password, and the user Email Address.

**- Edit Extension**

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Display Name <sup>?</sup>  

CID Num Alias <sup>?</sup>


SIP Alias <sup>?</sup>

**- Voicemail**

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Status  

Voicemail Password <sup>?</sup>

Email Address <sup>?</sup>  

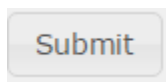
Pager Email Address <sup>?</sup>

Email Attachment <sup>?</sup>

Play CID <sup>?</sup>

Play Envelope <sup>?</sup>

When edits are final scroll to the bottom of the page and click on the Submit Button.



After clicking on the submit button you will see a Redish Pink bar across the top of the page. Click on the Apply Config bar to save the configuration.

