

How To - Update User Names

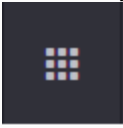
Description:

This article will show you how to do the following:

- **Update a user's name**

Methods:

1. [Login to the Audian Portal.](#)
2. Click the **9 square button** at the top right of the screen.



3. Click on the **Smart PBX** app.



4. Click on **Users** on the left.



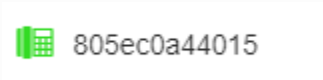
5. Click on the **Name** field to bring up the users settings.

The screenshot shows the user settings for 'Test Account'. The user's name is 'Test' and their email is 'test@audian.com'. There are several configuration options, including a dropdown for 'Admin', a location dropdown for 'America/Los_Angeles', a dropdown for 'Default', a 'Ringing Timeout' of 20 seconds, a 'Main Extension Number' of 6681, and a 'Caller-ID privacy' dropdown set to '- Default -'. At the bottom, there are buttons for 'Delete User', 'Impersonate', 'Cancel', and 'Save Changes'.

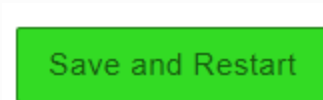
6. Update the **First** and **Last** name.
7. To update the Email address, click **Change Credentials**, and then enter the new email address and password.
8. Click **Save Changes**.
9. **Restart the phone** to show the updated name. Click the **Device** field for the user that was just renamed.



10. Click the **Device Name**.



11. Click **Save and Restart**.



- **Note:** If the phone does not restart via this method, unplug the power cable for 5-10 seconds.

