

Hosted PBX by Golden West

Configuring the User Profile

To configure the profile for the selected user, complete the fields in the **Profile** tab, and then click **Save**.

Note: The options in your tab might be different than the ones shown below.

Setting	Description
Profile Information	
First Name	Enter the user's first name.
Last Name	Enter the user's last name. The user's last name is particularly important for the dial-by-name directory, as it matches on this field.
Login Name	Read-only field that shows the login name this user uses to log in to the portal.
Department	Enter the department to which the user belongs.
Timezone	Enter the user's time zone.
Email Address(es)	Enter the user's address used for email, password resets, etc. To add email addresses, click the green plus icon.
Record User's Calls	Select whether the calls for this user will be recorded (Yes) or not recorded (No).
Directory Options	Enables or disables announce in auto directory and list in directory features. <ul style="list-style-type: none"> Announce in Audio directory = check to include the user in the dial-by-name directory. List in Directory = check to add user to the internal extensions list (contacts).
Area Code	Area code associated with the user.
Caller ID	Caller ID numbers that will be displayed for this user.
911 Caller ID	Caller ID number sent when calling 911. This may be different than your regular caller ID.
Dial Planning	
Dial Permission	Select the dialing permissions for the user.
Change Password	
New Password	Enter a new numeric login password for the user. For security, each typed password character is masked by a dot (●).
Confirm New Password	Enter the same numeric login password you entered in the New Password field. For security, each typed password character is masked by a dot (●).