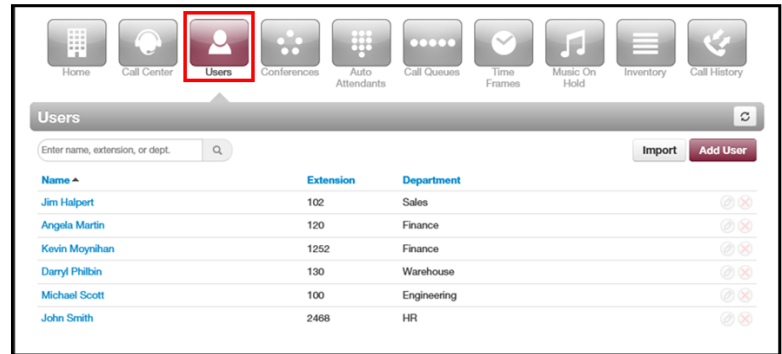


Hosted PBX by Golden West

Resetting a Password

1. On the menu bar, click Users.
2. Click the name of the user that needs a password change.
3. Scroll down to the **Change Password** section, and then enter a new numeric password in the **New Password** and **Confirm New Password** fields.
4. Click **Save**.



The screenshot shows the 'Users' management interface. The 'Users' menu item is highlighted with a red box. Below the menu bar is a search bar and a table of users with columns for Name, Extension, and Department. Each user row has edit and delete icons.

Name	Extension	Department		
Jim Halpert	102	Sales		
Angela Martin	120	Finance		
Kevin Moynihan	1252	Finance		
Darryl Philbin	130	Warehouse		
Michael Scott	100	Engineering		
John Smith	2468	HR		