Configuring users

BRIEFING

Now that you have created an account, and your company has been built, you need to do something with your users.

When you were finished building your company, you were asked to **Configure your users**.

LAUNCH

- When you initially connect after creating your company, or when you choose to edit your account, your personal details are shown. From here, set the time zone, password, and default language. Choose **Save Changes** and **Close**.

- Click the menu icon and choose **Smart PBX** to open the **Dashboard**. Go to the **Users** tab.

- All of the users you created are shown here. The account used to create the company is named and has extension 1001. Other users are given sequential extension numbers after this. Choose an entry in the User Settings column to change that user's details. Give them a proper name (first and last), time zone, interface language, and other details. Choose **Save Changes**.

- To change a user's extension number, choose the **Extensions** column. Remove the existing extension and **Add** the new one. Set it as the **Main Extension Number**.

- Under **User Type**, you can change the features for the user between Basic, Standard and Power. **Note**: Changing User Types will also change the amount of your bill.

- Use the **Phone Numbers** column to assign a user their own direct telephone number. You can purchase a new number, or port in an existing number.

- **Devices** allows you to add a softphone or a desktop telephone to a user. Choose **External Phone** to add the user's cell phone number to the user.

- The **User Features** column allows you to add and remove options for the user. Enable voicemail, Call Forwarding, Caller ID and much more.

- Choose the **Add Users** button to bring more people online at your company. **Note**: Adding new users will change the amount of your bill.

Configure each user according to their needs.

NEXT MISSION

- Configure the Main Number with various features.

- With the company now all setup and configured, you need to get your users involved. Learn how to hookup a desktop or a conference telephone, or install and configure a softphone.

- Record a greeting for your voice mailbox, and listen to messages left by others. Find out about all of the different features of the Zang Office.