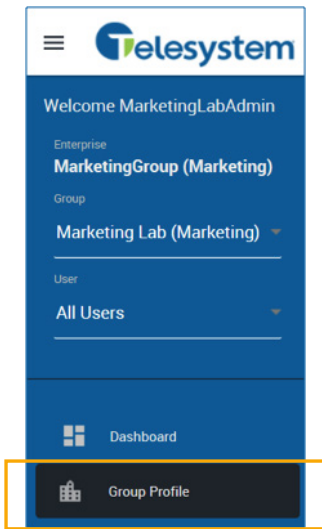




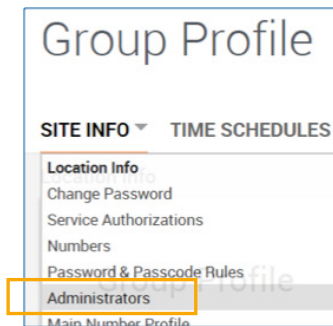
Adding an Administrator Using the Hosted VoIP Admin Portal

The following procedure provides users with the appropriate access and the ability to add Group and Department level administrators to existing Hosted VoIP Phone System accounts.

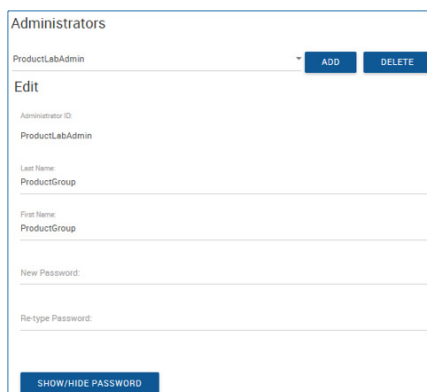
The Group and Department level administrators will only have the ability to make changes to the Group or Department they are given access to.



1. To add a new group or department administrator to an already existing group, first navigate to the **Group Profile** tab from the left side panel.



2. From the **Site Info** menu, select **Administrators**.



3. From this page, you may choose to **Add**, **Edit**, or **Delete** an existing Group Administrator.

Add a Group Administrator

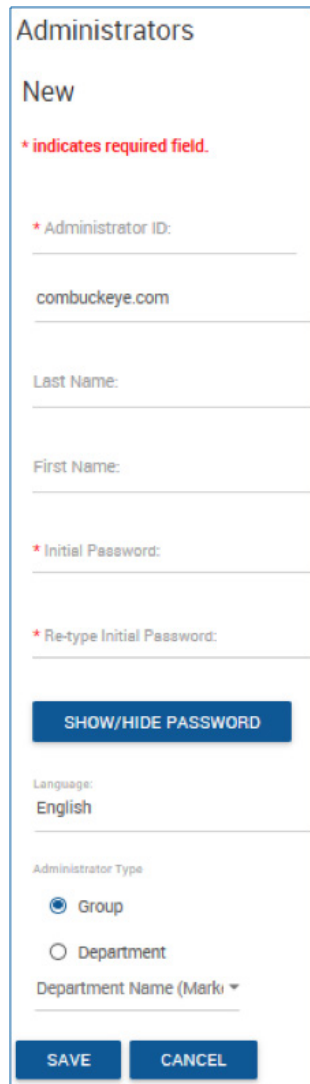


Administrators

ProductLabAdmin

ADD

1. Click the **Add** button.



Administrators

New

* indicates required field.

* Administrator ID:

combuckeye.com

Last Name:

First Name:

* Initial Password:

* Re-type Initial Password:

SHOW/HIDE PASSWORD

Language:

English

Administrator Type

Group

Department

Department Name (Mark) ▾

SAVE CANCEL

2. Enter in the following information:
Administrator ID (this will also become the user name that the administrator will use to login).

- Last Name
- First Name
- Initial Password
- Re-type Initial Password

Note: The password must contain a minimum of 12 characters and include at least one of each of the following items: uppercase letter, lowercase letter, number, and special character.

- Language
- Administrator Type
 - Group
 - Department
- Choose Department the administrator will be able to control.

3. Click the **Save** button to finish creating the new Administrator.

Edit an Existing Administrator

The screenshot shows a web interface for managing administrators. At the top, there is a section titled "Administrators" containing a dropdown menu with "ProductLabAdmin" selected, and two buttons: "ADD" and "DELETE". Below this is an "Edit" form with the following fields:

- Administrator ID: ProductLabAdmin
- Last Name: ProductGroup
- First Name: ProductGroup
- New Password: (empty)
- Re-type Password: (empty)

At the bottom of the form is a button labeled "SHOW/HIDE PASSWORD".

1. Use the drop-down box and choose the Administrator ID from the list.

2. In the **Edit** box, you may make changes to the available fields:

- Last Name
- First Name
- New Password
- Re-type Password

Note: The password must contain a minimum of 12 characters and include at least one of each of the following items: uppercase letter, lowercase letter, number, and special character.

- Language

Note: The Administrator Type cannot be changed. In the event that the incorrect permissions were applied to a user when the account was created, you must delete the administrator and then create a new one.

Delete an Existing User

The screenshot shows the same "Administrators" management interface as above. The dropdown menu still has "ProductLabAdmin" selected. The "DELETE" button is highlighted with a yellow box, indicating it should be clicked to delete the user.

1. Use the drop-down box and choose the Administrator ID from the list, then click the **Delete** button. The page will refresh and then Administrator ID will no longer be available.