

CHANGING THE PHONE NAME AND INTERNAL CALLER ID IN COMMPORTAL



STEP BY STEP

NOTE: This only works if you have been given administrator rights.

Log in to the administrator CommPortal

Phone Name Change

1. Access **Lines**
2. Place a check by the line you wish to change
3. At the Actions down arrow select **View Individual Settings**
4. On the top tabs select **Settings**
5. Click on the tab **Account** (usually defaults here)
6. Click on edit right after Personal Details
7. Type the new name in the box next to Name
8. Click on the box **Save**

Internal Caller ID Change

1. Access Lines
2. Place a check by the line you wish to change
3. At the Actions down arrow select View Individual Settings
4. On the top tabs select Settings
5. Click on the tab Calls
6. In the box after if not withheld, signal my name as:
Type in the new name
7. Click on the box Apply

After completing your options you will want to log out by clicking on the settings drop down in the upper right corner. 