

# Hosted PBX by Golden West

## Profile

Clicking the Profile link at the top-right of the page displays the Profile page. From this page, you can configure the settings.

### Profile

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First Name   
 Last Name   
 Login Name   
 Department   
 Timezone

Email Address(es)  +

Directory Options  Announce in Audio Directory  
 List in Directory

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### Caller ID Information

Area Code   
 Caller ID  You cannot edit your Caller ID  
 911 Caller ID  You cannot edit your 911 Caller ID

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### Change Password

New Password   
**Note: Password must be numbers only.**  
 Confirm New Password

Field	Description
First Name	The first name and last name will be shown in contacts and used in the dial by name directory.
Last Name	
Time zone	Your local time zone.
Email Address(es)	Address used for email, password resets, etc. To add email addresses, click the plus button to add fields for entering more email addresses.
Record User's Calls	Select whether the calls for this user will be recorded (Yes) or not recorded (No).
Directory Options	<p>Enables or disables announce in auto directory and list in directory features.</p> <p>Announce in Audio directory = check to include the user in the dial-by-name directory.</p> <p>List in Directory = check to add user to the internal extensions list (contacts).</p>
Caller ID Information	
Area Code	Local area code for 7 digit dialing associated with the user.
Caller ID	For outbound calls, this is the number that recipients will see.
911 Caller ID	For calls to 911, this is the e911-enabled number the 911 agent will see.
Change Password	
New Password	Password for voicemail and the portal. Avoid using common codes like 0000 or 1234. For security, each typed password character is masked by a dot (I). Please keep this number secure. We will never call you to request your passcode.
Confirm New Password	