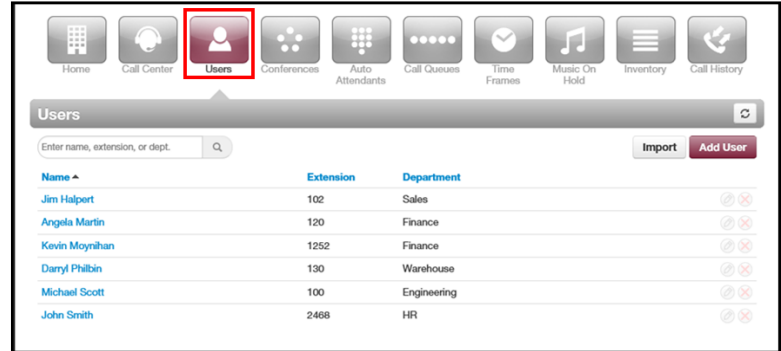


Hosted PBX by Golden West

Replacing Employees

If you have a new employee taking over an old employee's extension:

1. On the menu bar, click **Users**.
2. Click the name of the user being replaced.
3. Change the name, department, email address, and password, as appropriate, and then click **SAVE**.
4. To reset the mailbox for a new employee, click the **Voicemail** tab, scroll down to the **Data** section, click **Clear Data** followed by **Yes** at the confirmation prompt, and then click **Save**.



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	⊗ ⊗