Changing Name on the Display Screen

Accessing the System

- From your computer browser navigate to https://ctiuccloud.uccommportal.com/bg
- At CommPortal Web window enter your Admin Direct Phone Number with no dashes or spaces (example: 2484561234)
- Enter your password – (Password is case sensitive)
- Select "Log in"
- You have opened your Admin Portal as shown below
  - ***Please note – it takes up to 24 hours for these changes to update.***
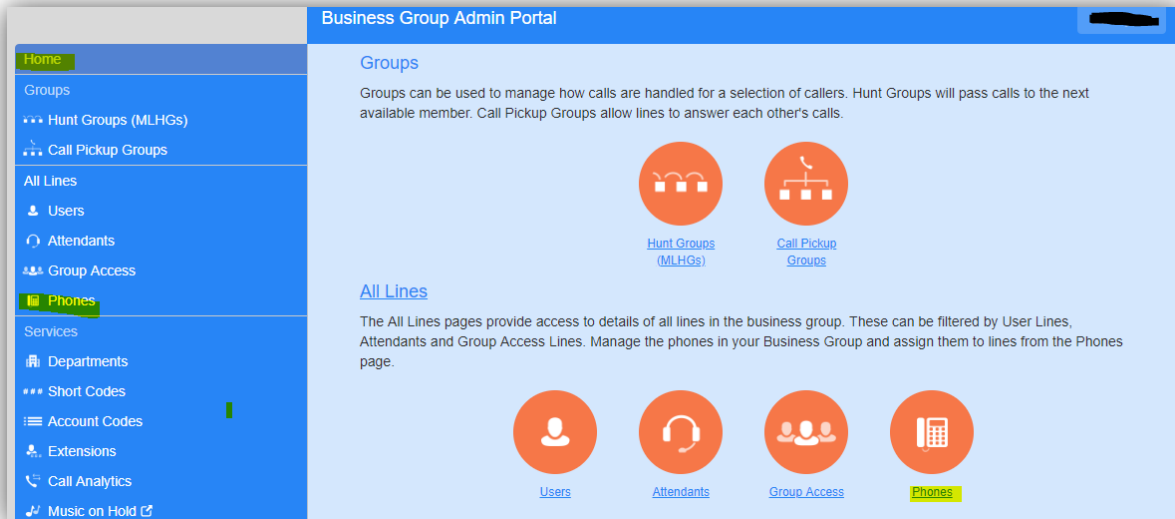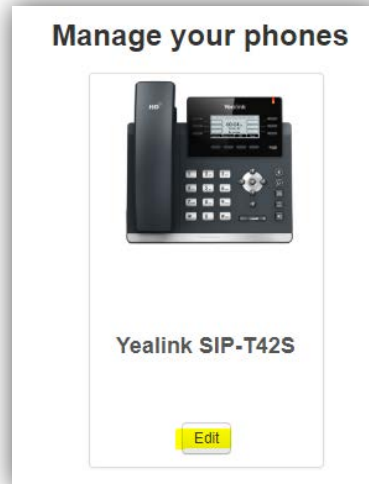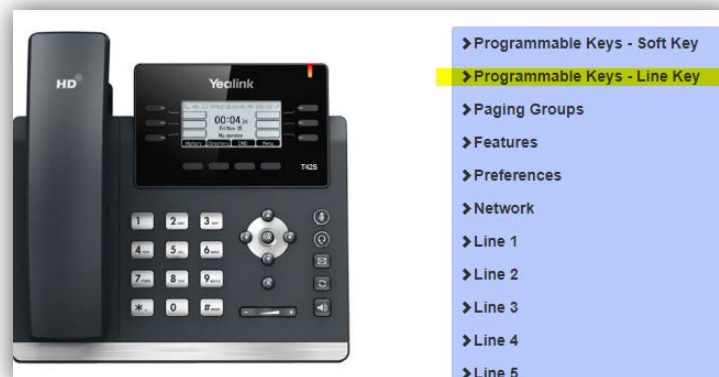

Navigate

1. Select Phones in left column or under the orange circle Phones
2. On the Phones screen, select Actions menu of that user. Choose - Configure phone
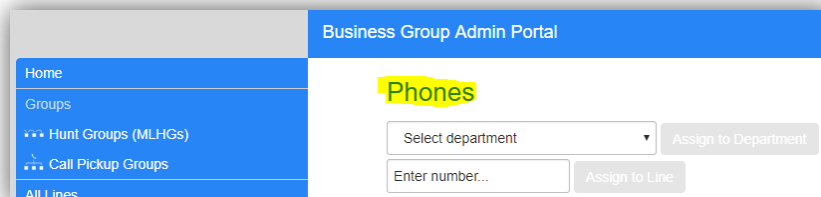
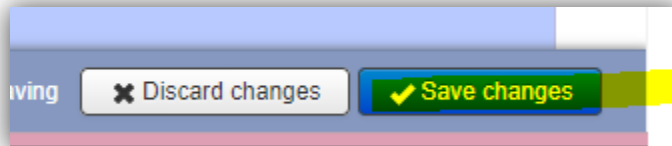3. In the Manage your phones screen, select Edit

Manage your phones

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Edit

4. Select Programmable Keys – Line Key

> Programmable Keys - Soft Key
> Programmable Keys - Line Key
> Paging Groups
> Features
> Preferences
> Network
> Line 1
> Line 2
> Line 3
> Line 4
> Line 5

5. Select the key of the user name to change. Enter the new name in the Label field

˅ Programmable Keys - Line Key
> Key Capabilities
> Key 1
> Key 2
> Key 3
> Key 4
> Key 5
> Key 6
> Key 7
> Key 8
> Key 9
> Key 10

6. Select the Save changes button at the bottom right of the screen

7. Look for the rotating black circle (to confirm that changes are saving) before exiting the screen.

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