

Update User Information in 3CX System



1 Navigate to <https://2490cc.3cx.us/#/app/default>

2 Click "Users"

The screenshot shows the 3CX Portal dashboard. On the left sidebar, the 'Users' menu item is highlighted with an orange circle. The main dashboard area contains several widgets: 'System Status' with a line graph showing CPU usage over time; 'PBX Status' with a list of system metrics like Trunks Up (2/2), Extensions Up (10/14), and Number of calls in use (1/4); and 'Information' with details about the license (C4PQ-VMWI-484R-7HTM), product (Professional Annual), and version (18.0 Update 9). The bottom of the dashboard shows resource usage: Disk Usage (65% used, 5.1 GB free), Memory Usage (54% used, 910.1 MB free), and CPU Usage (15/100%).

3 Click "Amanda"

3CX Users management page. The 'Users' tab is selected in the left sidebar. The main area shows a table of users. The user 'Amanda' is highlighted with an orange circle. The table has columns: Ext., First Name, Last Name, Email, Mobile, Caller ID, Phones, and Synced with. The user 'Amanda' has Ext. 200, First Name 'Amanda', Last Name 'Camden', and Email 'Amanda...'.

Ext.	First Name	Last Name	Email	Mobile	Caller ID	Phones	Synced with
100	Kim	Killion	kim@wo...		18123312...	1	<input type="checkbox"/>
101	Mary Ann	Waggoner	maryann...		18123312...	2	<input type="checkbox"/>
102	Kathy	Penrod	kathy@w...		18123312...	2	<input type="checkbox"/>
103	Mary	Ogden	mary@w...		18123312...	2	<input type="checkbox"/>
104	Summit	Maintena...			18123312...	2	<input type="checkbox"/>
105	Scott	May	scott@wo...		18123312...	2	<input type="checkbox"/>
107	Barclay	Office	barclay@...		18123312...	2	<input type="checkbox"/>
200	Amanda	Camden	Amanda...		18123339...	2	<input type="checkbox"/>
201	Kim	Killion	kim@wo...		18123339...	2	<input type="checkbox"/>

4 Click "General"

3CX user configuration page for '200 Amanda Camden'. The 'General' tab is selected and highlighted with an orange circle. The page shows fields for 'Your phones' (Yealink T29G) and 'Authentication' (ID: iac6zsf, Password: *****). A red error message is displayed below the password field: 'Password should be at least 10 characters long with no spaces and contain a lowercase letter, an uppercase letter and a digit'.

200 Amanda Camden

General Voicemail Forwarding Rules Phone Provisioning BLF Options Rights

Phone Provisioning

+ Add

Your phones

Yealink T29G

For info on how to provision this phone click [here](#).

Authentication

Authentication details used by phones & apps. Reprovision after a change

ID

iac6zsf

Password

⚠ Password should be at least 10 characters long with no spaces and contain a lowercase letter, an uppercase letter and a digit

5 Type "Noell **tab** Melton"

6 Click the "First Name" field.

The screenshot displays the 3CX user configuration page for extension 200, Amanda Camden. The interface includes a sidebar with navigation options like Dashboard, Users, Phones, SIP Trunks, and Inbound Rules. The main content area has tabs for General, Voicemail, Forwarding Rules, Phone Provisioning, and BLF. Under the 'General' tab, there are sub-sections for Options and Rights. The 'User Information' section contains several input fields: Extension (200), First Name (highlighted with an orange circle), Last Name (Melton), Email Address (@woodingtonproperties.com), Mobile Number, and Outbound Caller ID (18123339201). A QR code is also present on the right side of the form, with a note instructing the user to scan it from the 3CX Android or iOS app for provisioning.

7 Enter the users name

8 Click the "Email Address" field.

The screenshot shows the 3CX web interface. On the left is a sidebar menu with options: Dashboard, Users, Phones, SIP Trunks, Inbound Rules, Outbound Rules, Digital Receptionists, Ring Groups, Call Queues, Backup and Restore, Reporting, Security, Advanced, Settings, and 3CX Portal. The main area is titled '200 Amanda Camden' with 'OK' and 'Cancel' buttons. Below this are tabs for 'General', 'Voicemail', 'Forwarding Rules', 'Phone Provisioning', and 'BLF'. The 'General' tab is active, showing 'Options' and 'Rights' sub-tabs. The 'User Information' section contains several fields: 'Extension' (200), 'First Name' (Noelle), 'Last Name' (Melton), 'Email Address' (highlighted with an orange circle, containing '@woodingtonproperties.com'), 'Mobile Number' (empty), and 'Outbound Caller ID' (18123339201). To the right of these fields is a QR code with the text: 'Scan this QR code from the 3CX Android or IOS app to provision it for this extension'.

9 Enter the users e-mail address

10 Click "OK"

The screenshot shows the 3CX user configuration interface. The top navigation bar includes the 3CX logo, a menu icon, and links for Support, Updates (with a red notification badge), a language selector (US flag), and a user profile icon. The left sidebar lists various system components: Dashboard, Users, Phones, SIP Trunks, Inbound Rules, Outbound Rules, Digital Receptionists, Ring Groups, Call Queues, Backup and Restore, Reporting, Security, Advanced, Settings, and the 3CX Portal. The main content area is titled '200 Amanda Camden' and features an 'OK' button highlighted with a green circle, along with a 'Cancel' button and a 'Help' icon. Below the title, there are tabs for 'General', 'Voicemail', 'Forwarding Rules', 'Phone Provisioning', and 'BLF'. The 'General' tab is active, showing 'Options' and 'Rights' sub-tabs. The 'User Information' section contains the following fields:

- Extension: 200
- First Name: Noelle
- Last Name: Melton
- Email Address: noelle@woodingtonproperties.com
- Mobile Number: Mobile Number
- Outbound Caller ID: 18123339201

To the right of these fields is a QR code with the text: 'Scan this QR code from the 3CX Android or IOS app to provision it for this extension'.