How to change a user's telephone PIN

- Open Resource Manager.
- Navigate to **User Management** > **Users.**
- Double click the User on the right. You can search for the user by clicking the search button  in the bottom right and entering a few characters of the User's name (or Logon Code, Department, Controller User ID, Card No, PBX PIN, etc).
- Click the **Tel** tab.
- Enter the user's telephone PIN in the **PBX PIN number** text box.
- Click **OK**.

Document revision date: 2018/10/12
Software version: 2.2.49.3
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