How to change a user's telephone PIN

Some phone systems ask users to dial a PIN before an outside call. If the PBX in Resource Manager is set to match users by the dialled PIN, Print Director charges each call to the user whose PIN was dialled, whichever extension they used. This PIN is separate from the user's printer PIN.

1. Open Resource Manager.
2. In the tree, click **User Management** > **Users**.
3. Double-click the user.
4. Click the **Advanced** tab.
5. Under **Dialled Auth/Account/PIN Codes**, enter the PIN in **PBX PIN number**. It must match the PIN set for the user on the phone system.
6. Click **OK**.

Related articles

- *How to assign a telephone extension to a user*
- *How to change a user's printer PIN*

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