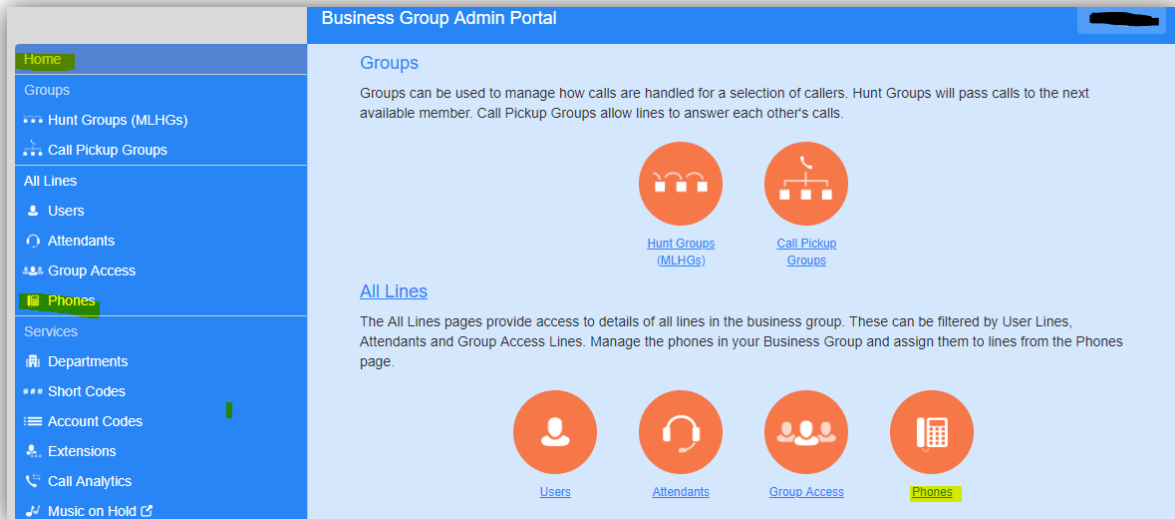


CTS Cloud Changing Name on the Display Screen

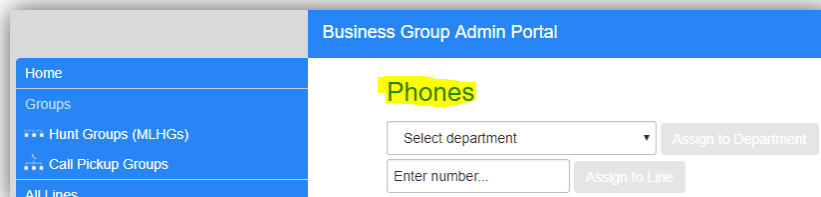
Accessing the System

- From your computer browser navigate to <https://ctscloud.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

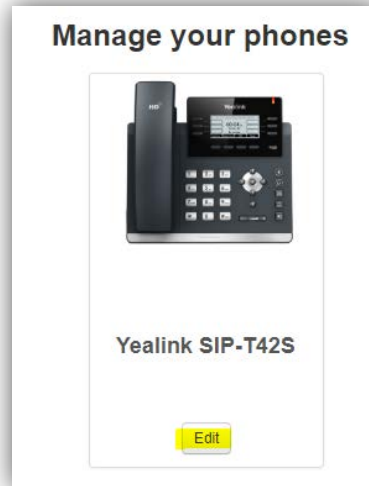
1. Select Phones in left column or under the orange circle Phones
2. On the Phones screen, select Actions menu of that user. Choose - Configure phone



For additional assistance please
contact our service Department at
248-451-1234



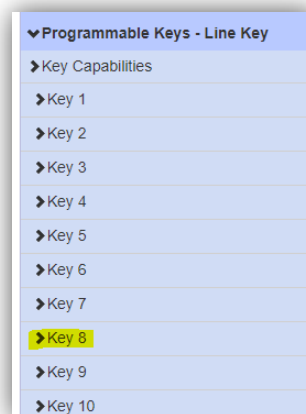
3. In the Manage your phones screen, select Edit



4. Select Programmable Keys – Line Key



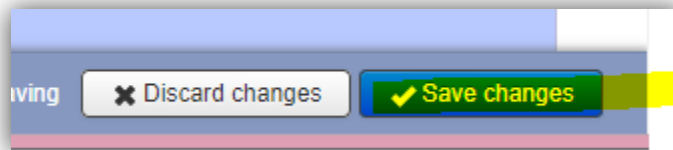
5. Select the key of the user name to change. Enter the new name in the Label field



A screenshot of a configuration form for 'Key 8'. The form has a blue header with a dropdown menu showing 'Key 8'. Below the header, there are four rows of configuration options:

Soft key action	Enhanced Monitor Extension
Line	Line 1
Extension	213
Label	[Redacted]

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.



- ***Please note – it takes up to 24 hours for these changes to update.***