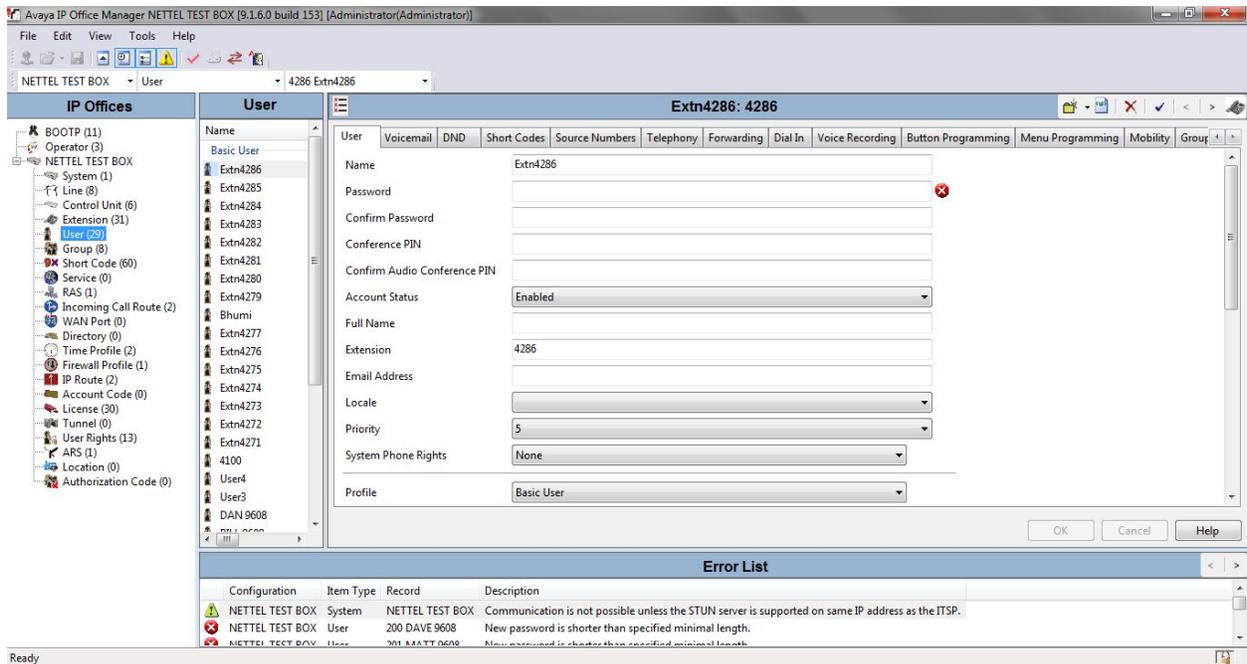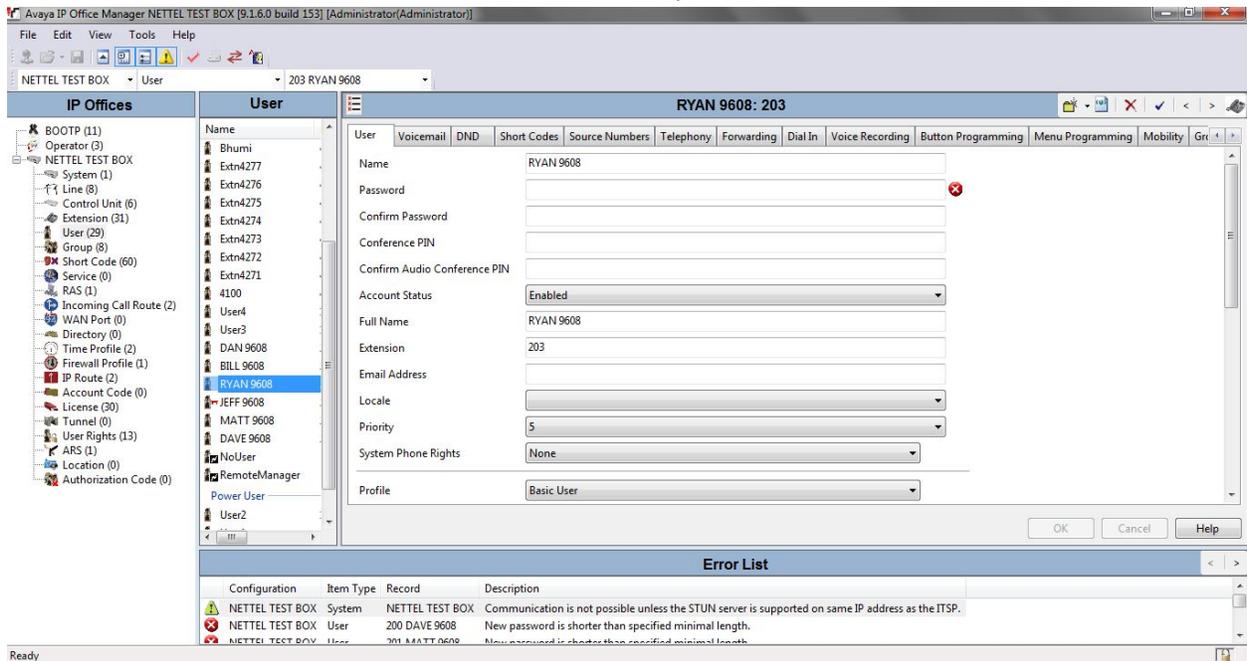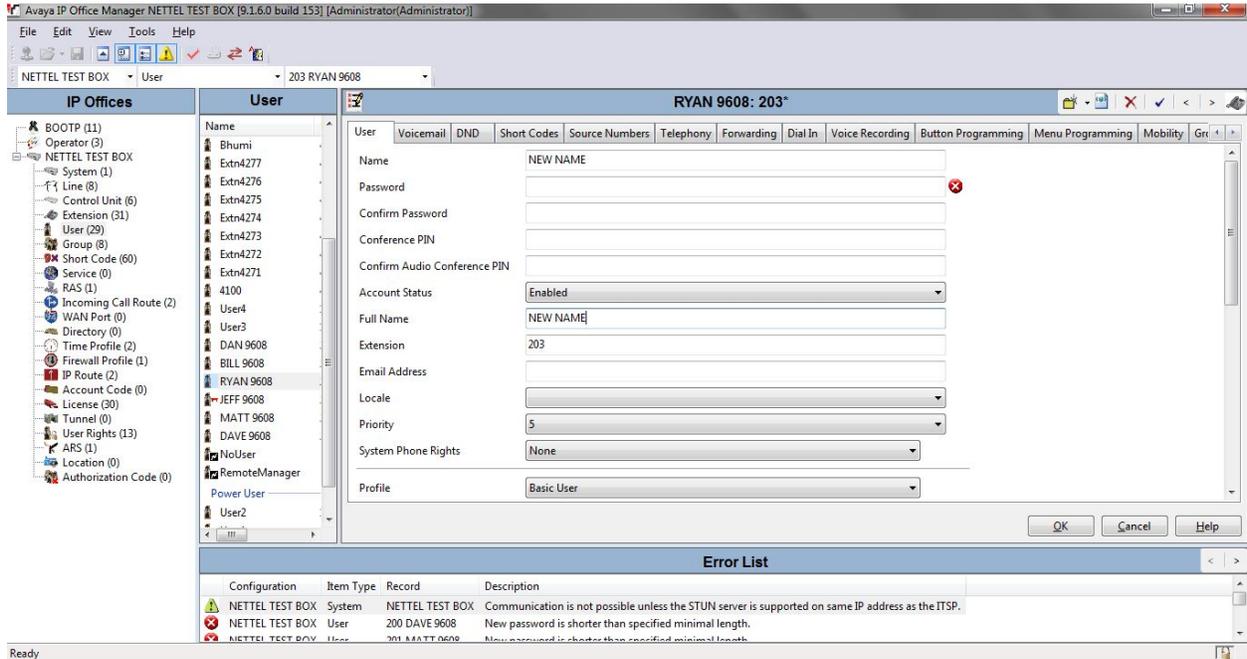How to change a user in Manager:

1. Log into your Manager system via the Manager program and select **Users**.

2. Under **Users** find the person whose extension you wish to edit. You can search for them in the search toolbar found above and as shown in the picture below
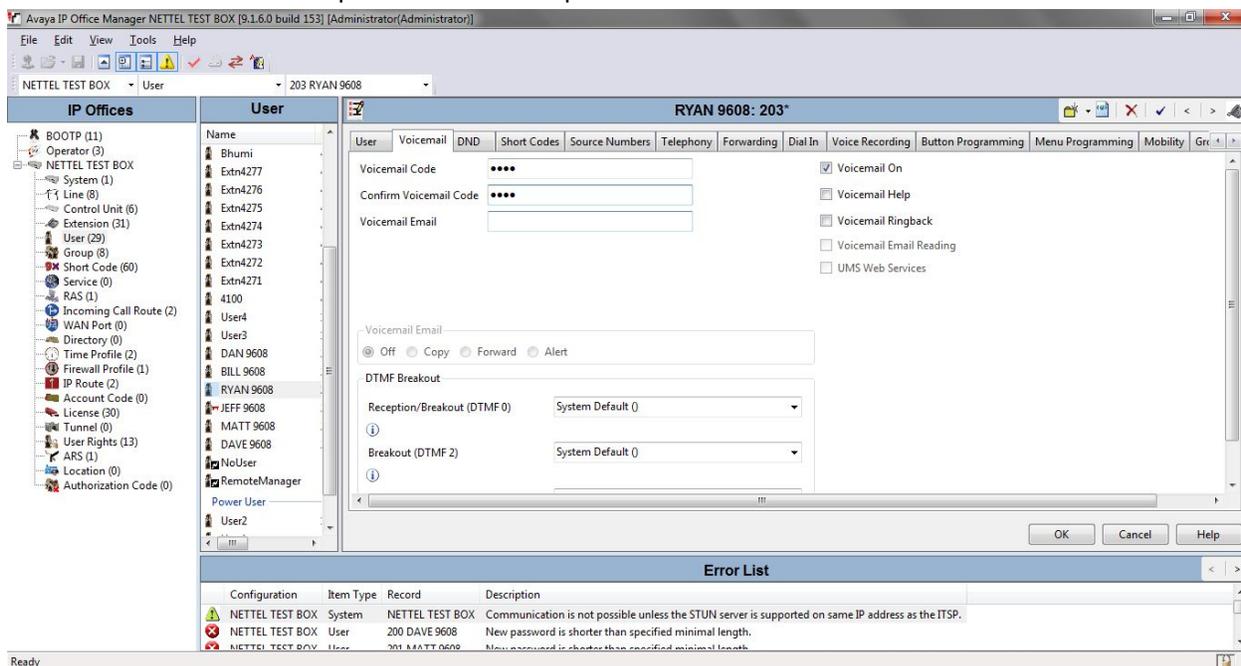
3. Change the **Name** and the **Full Name** to the person taking over the extension.


4. Go to the **Voicemail** option located in the voicemail tab above. Upon clicking the screen you should see the image below
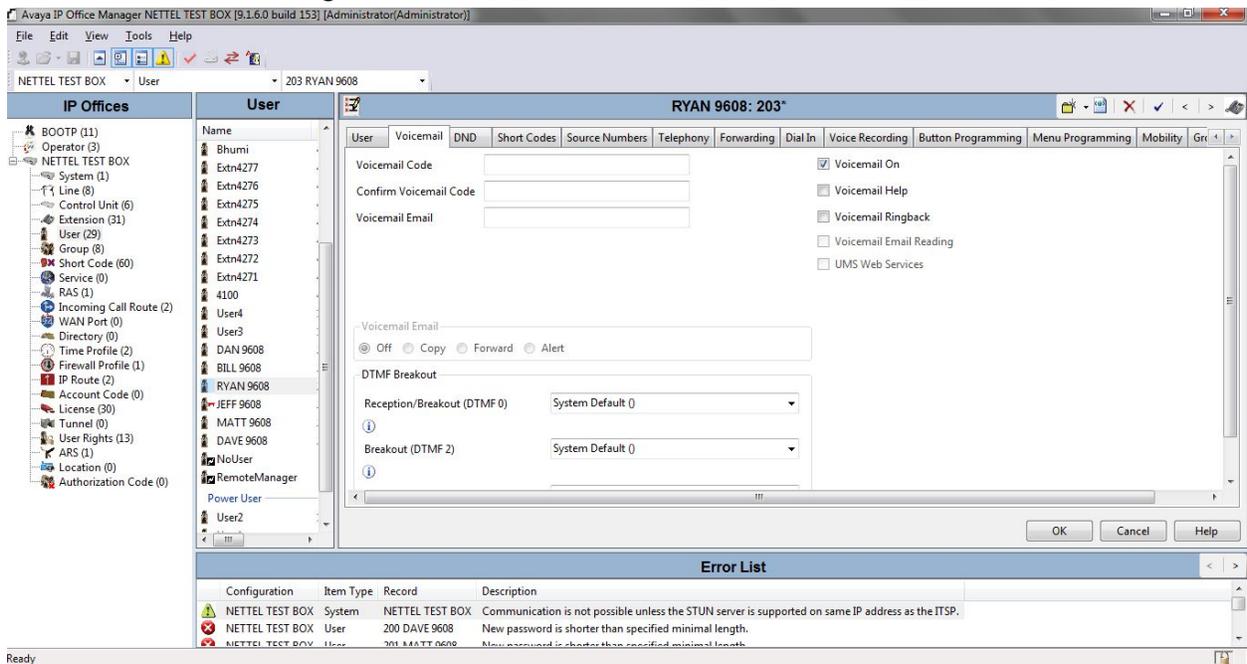
5. Reset the **Voicemail Code** and the **Confirm Voicemail Code** to **2580**. Also make sure the email in **Voicemail Email** is updated to the new person email address.

6. Once all changes have been made select the **Save button (looks like a floppy disk)** located at the top left of the screen as seen in the image above.
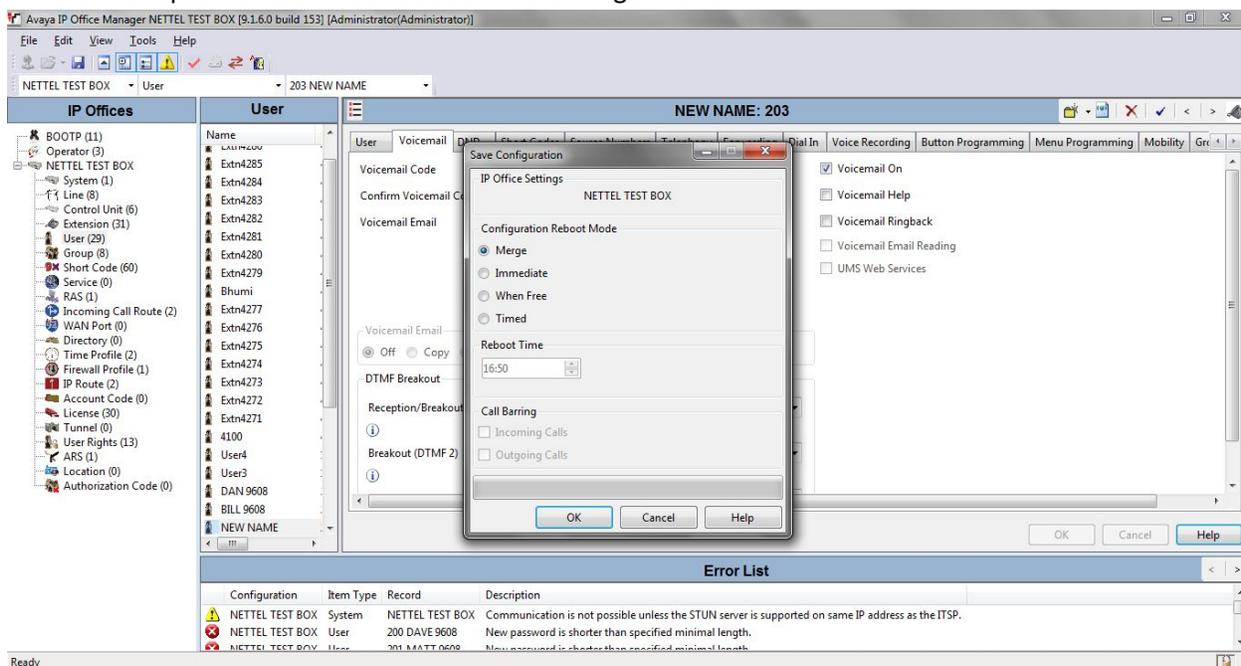
And you have changed that persons voicemail settings.