How to change a user in Manager:

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

Avaya IP Office Manager NETTEL 1	TEST BOX [9.1.6.0 build 153]	[Administrator(Administrator)]	the state of some designed of the state of the	
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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
 Avera IP Office Manager NETTEL TEST BOX (9.16.0 build 153) (Administrator(Administrator))

IP Offices	User	E	RYAN 9608: 203	📸 - 🕑 🗙 🗸 < > .
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	3.	Change the Name and the Full Name to the person taking over the extension.
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Avaya IP Office Manager NETTEL	TEST BOX [9.1.6.0 build 153] [/	Administrator(Administrator)]		
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NETTEL TEST BOX • User	- 203 RYA	N 9608 -		
IP Offices	User	3	RYAN 9608: 203*	📸 • 🖳 🗙 🗸 < > 🦼
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4. Go to the **Voicemail** option located in the voicemail tab above. Upon clicking the screen you should see the image below

(algorithm)		
IP Offices	User	E2 RYAN 9608: 203*
BOOTP (11) Operator (3) NETTEL TEST BOX System (1) (1) Line (6) Control Unit (6) Centrol Unit (6) Centrol Unit (6) Centrol Unit (6) Centrol (7) Service (7) Service (7) Centrol (7) Centro	Name Bhumi Extr4277 Extr4277 Extr4277 Extr4276 Extr4274 Extr4274 Extr4273 Extr4274 Extr4274 Extr4273 Extr4271 4100 User3 DAN 5608 RVAN 9608 MATT 9608 DAV 5608 DAV 5608 MOUser DAV 5608 DAV 5608 Wollser Power User User2 Image: The second seco	User Voicemail DND Short Codes Source Numbers Telephony Forwarding Dial In Voice Recording Button Programming Mobility Grd Voicemail Code Voicemail On Voicemail On Voicemail On Voicemail Code Voicemail Code Voicemail Code Voicemail Help Voicemail Email Voicemail Email Voicemail Reading UMS Web Services Voicemail Reading Voicemail Email Voicemail Code Voicemail Code Voicemail Reading Voicemail Email Voicemail Code Voicemail Code Voicemail
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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.

IP Offices	User	📝 RYAN 9608: 203* 💣 -	🖻 🗙 🖌 🖌 🖌
BOOTP (11) Operator (3) NETTEL TEST BOX System (1) T (1) Control Unit (6) Control Unit (6) Extension (31) Way (29) Group (8) M Short Code (60) WAN Port (0) Directory (0) Time Profile (2) Time Profile (2) IP Route (2) Account Code (0) License (30) User Rights (13) Valer Rights (13) Action (0) Authorization Code (0)	Name Bhumi Extn4277 Extn4276 Extn4276 Extn4276 Extn4276 Extn4273 Extn4274 Extn4274 Extn4273 Extn4271 Extn4271 Extn4272 Extn4271 User4 User3 DAN 9608 MATT 9608 DAVE 9608 Notlser Derever User User2	User Voicemail DND Short Codes Source Numbers Telephony Forwarding Dial In Voice Recording Button Programming Menu Progra Voicemail Code ••••	mming Mobility Green

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.

NETTEL TEST BOX Viser	+ 203 NEW	NAME -		
K BOOTP (1) Operator (3) System (1) Group (3) System (1) Group (3) Control Unit (6) Extension (31) User (29) Group (8) Service (0) RAS (1) Operator (1) Operator (2) Operator (2)	Name Contractor Name ExtraCos ExtraCos ExtraCos	Voicemail Code Confirm Voicemail Code Confirm Voicemail Code Voicemail Email © Off © Copy DTMF Breakout Breakout (DTMF 2) 0	IP Office Settings IV Voice Recording Button Program IP Office Settings NETTEL TEST BOX Voicemail On Voicemail On Configuration Reboot Mode IV Voicemail Ringback IV Voicemail Ringback Immediate Voicemail Reading UMS Web Services V Won Free Immediate UMS Web Services Call Barring Incoming Calls OK Cancel	mming Menu Programming Mobility Greet
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	1 NETTEL TEST BOX	System NETTEL TEST BOX	Communication is not possible unless the STUN server is supported on same IP address as the ITSP.	

And you have changed that persons voicemail settings.