

Users

 learn.uc.spectrumenterprise.net/users

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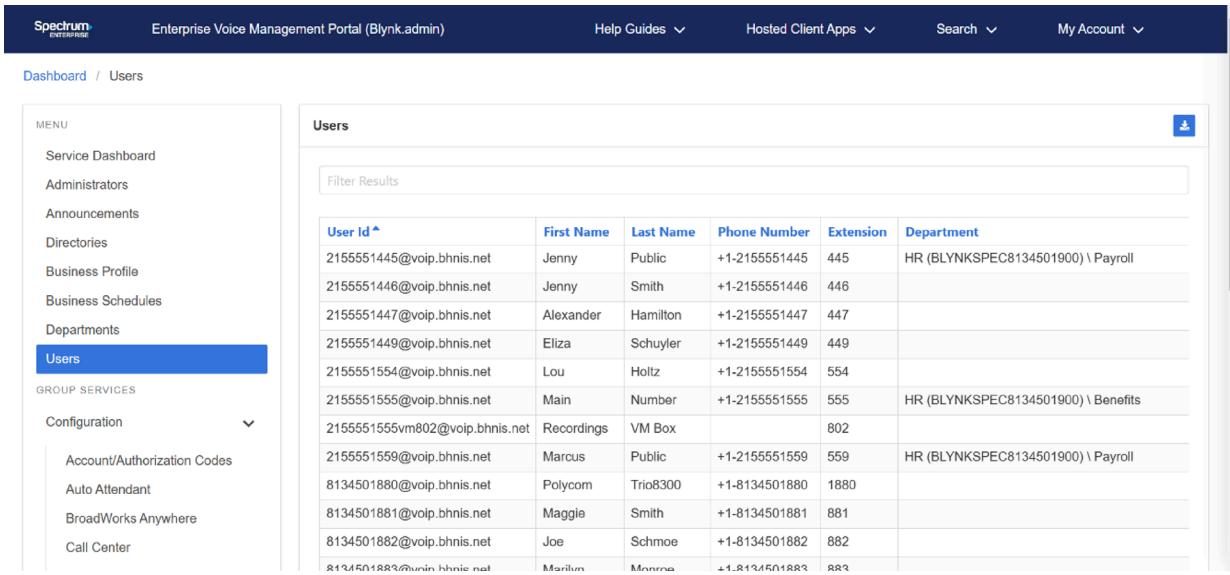
[Home](#) | [Spectrum Enterprise Voice Management Portal](#) | [Users](#)

Table of contents

Users

To view and modify the assigned user services in bulk:

1. Select **Users** in the left-hand menu.
2. On the **User** tab is a list of all of the users assigned to this group. Select **User Bulk Features** in the left-hand menu.



The screenshot shows the Charter Spectrum Enterprise Voice Management Portal. The top navigation bar includes links for Help Guides, Hosted Client Apps, Search, and My Account. The main menu on the left has sections for MENU (Service Dashboard, Administrators, Announcements, Directories, Business Profile, Business Schedules, Departments), GROUP SERVICES (Configuration, Account/Authorization Codes, Auto Attendant, BroadWorks Anywhere, Call Center), and a selected item, Users. The central content area is titled 'Users' and contains a table with columns: User Id, First Name, Last Name, Phone Number, Extension, and Department. The table lists several users, such as Jenny Public, Smith, Alexander Hamilton, Eliza Schuyler, Lou Holtz, Main Number, Recordings VM Box, Marcus Public, Polycom Trio8300, Maggie Smith, Joe Schmoe, and Marilyn Monroe, all associated with the HR department.

User Id ^	First Name	Last Name	Phone Number	Extension	Department
2155551445@voip.bhnis.net	Jenny	Public	+1-2155551445	445	HR (BLYNKSPEC8134501900) \ Payroll
2155551446@voip.bhnis.net	Jenny	Smith	+1-2155551446	446	
2155551447@voip.bhnis.net	Alexander	Hamilton	+1-2155551447	447	
2155551449@voip.bhnis.net	Eliza	Schuyler	+1-2155551449	449	
2155551554@voip.bhnis.net	Lou	Holtz	+1-2155551554	554	
2155551555@voip.bhnis.net	Main	Number	+1-2155551555	555	HR (BLYNKSPEC8134501900) \ Benefits
2155551555vm802@voip.bhnis.net	Recordings	VM Box		802	
2155551559@voip.bhnis.net	Marcus	Public	+1-2155551559	559	HR (BLYNKSPEC8134501900) \ Payroll
8134501880@voip.bhnis.net	Polycom	Trio8300	+1-8134501880	1880	
8134501881@voip.bhnis.net	Maggie	Smith	+1-8134501881	881	
8134501882@voip.bhnis.net	Joe	Schmoe	+1-8134501882	882	
8134501883@voip.bhnis.net	Marilyn	Monroe	+1-8134501883	883	

3. Choose the service you would like to view or modify. On this screen, you can see which users have this feature enabled/disabled. You can modify a single user by selecting the user.
4. To modify multiple users in bulk, select the **Settings** icon in the upper right corner.
5. Place a checkmark next to the users you would like to modify and click the **Checkmark** at the top of the list. The Edit User window will appear.

Make your changes and select **Save** to apply to all of the users selected.