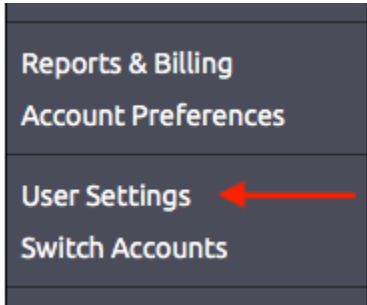


User Settings

The **User Settings** section of the NocTel control panel allows users to make adjustments to their user account. The User Settings section has four subsections: **Edit User Settings**, **Reset Password**, **Change Email**, and **API Keys**.



Edit User Settings

- a. **Username**: the user can add a username to their user account or change the existing one.
- b. **Title/Prefix**: list the user's title or prefix if previously enter. Edit it by make corrections and click submit.
- c. **First Name**: list the user's first name. Edit it by make corrections and click submit.
- d. **Middle Name/Initial**: list the user's middle name if previously enter. Edit it by make corrections and click submit.
- e. **Last Name**: list the user's last name. Edit it by make corrections and click submit.
- f. **Suffix**: list the user's suffix if previously enter. Edit it by make corrections and click submit.
- g. **Display Table Rows**: adjust the number of rows shown in tables in the account, including all tables such as the number and the extension lists. The default is 20.
- h. **Time Zone**: adjust the users time zone.

A screenshot of the 'Edit User Settings' form. At the top are four tabs: 'Edit User Settings' (active), 'Reset Password', 'Change Email', and 'API Keys'. Below the tabs is a message: 'Username is optional. You may also use your email address to sign-in.' The form contains several input fields with red arrows pointing to them from labels 'a.' through 'h.' on the right. The fields are: 'Username' (a), 'Title/Prefix' (b), 'First Name' (c), 'Middle Name/Initial' (d), 'Last Name' (e), 'Suffix' (f), 'Display Table Rows' (g) which is a dropdown menu currently showing '20', and 'Time Zone' (h) which is a dropdown menu currently showing 'America/New_York'.

Reset Password

With the *Reset Password* tab, the user can change their password.

1. Enter the current user password in the **Old Password** text box
2. Enter the desired password in the **New Password** text box. *The password must be at least seven characters in length and must include at least three of the following: a lowercase letter, an uppercase letter, a number or a symbol.*
3. Repeat the new password in the **Repeat** text box.
4. Click **Submit** to save the change.

Change Email

In the *Change Email* tab, the user can submit a new email address to be associated with the user account. Type the new address in the text box provided and click submit. After submitting the user will need to follow the instructions in the confirmation email to complete the change.

API Keys

API keys allow a user to set up integration between NocTel and a variety of other devices, websites or software. The NocTel API is self-documenting and is accessible via a link within the **API Keys** tab in the **User Settings** section.

Within the API Keys, tab and a new key can be managed and the key listed with the business accounts the user can access. If you wish to create a new api key, please contact support@noctel.com for assistance.

Related articles

- [Resetting Your Password](#)
- [Creating a User Account](#)
- [Removing a User from the Control Panel](#)
- [Deleting a User](#)
- [Changing a User's Access Level](#)