

# Commander Phone Password Reset by Administrator

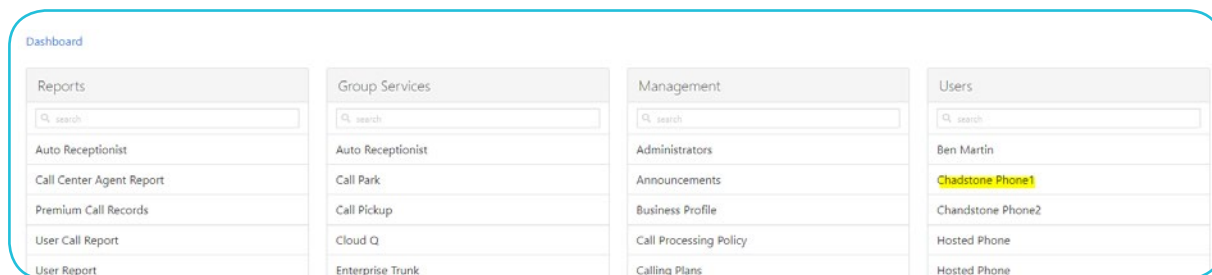
## Information sheet

**Step 1: Log in to Command Central using your administrator username and password.**

<https://commandcentral.commander.com/app>

**Step 2: Identify the user/s who require a password change**

Users are located on the right-hand column of the Command Central dashboard. Select the applicable user who needs a new password.



The screenshot shows the Command Central dashboard with four main columns: Reports, Group Services, Management, and Users. The Users column contains a list of users, with 'Chadstone Phone1' highlighted in yellow.

Reports	Group Services	Management	Users
Auto Receptionist	Auto Receptionist	Administrators	Ben Martin
Call Center Agent Report	Call Park	Announcements	<b>Chadstone Phone1</b>
Premium Call Records	Call Pickup	Business Profile	Chandstone Phone2
User Call Report	Cloud Q	Call Processing Policy	Hosted Phone
User Report	Enterprise Trunk	Calling Plans	Hosted Phone

**Step 3: Reset the user's password**

In the user view, select "Passwords" on the side tab



The screenshot shows the user view for 'HPS0209544@takecommand.com.au'. The sidebar on the left has 'Passwords' highlighted in yellow. The main content area shows 'Basic Call Logs' with a search bar and tabs for 'Placed', 'Received', and 'Missed'. The 'Placed' tab is active, showing a table with columns 'Number', 'Name', and 'Date'. The table currently displays 'No Placed Calls Found'.

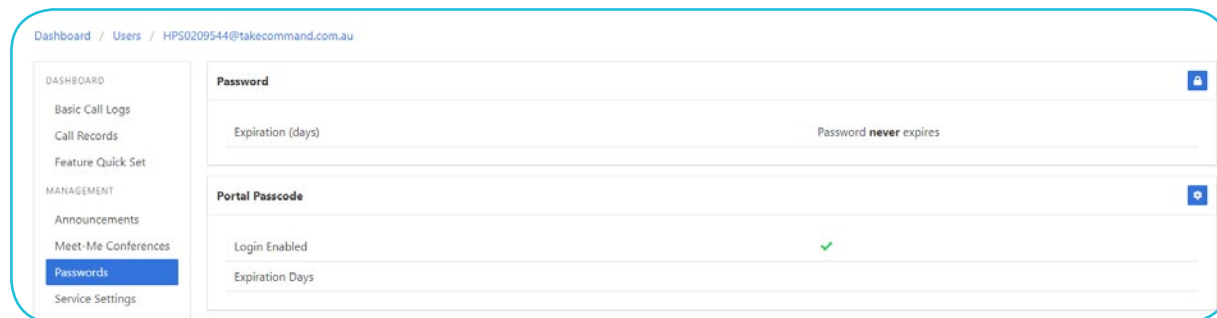
Number	Name	Date
No Placed Calls Found		

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To reset the **Smart UC app password**, select the  icon on the right.

To reset the **voicemail password**, select the  icon on the right.




Dashboard / Users / HPS0209544@takecommand.com.au

**DASHBOARD**


- Basic Call Logs
- Call Records
- Feature Quick Set


**MANAGEMENT**

- Announcements
- Meet-Me Conferences
- Passwords**
- Service Settings

**Password** 

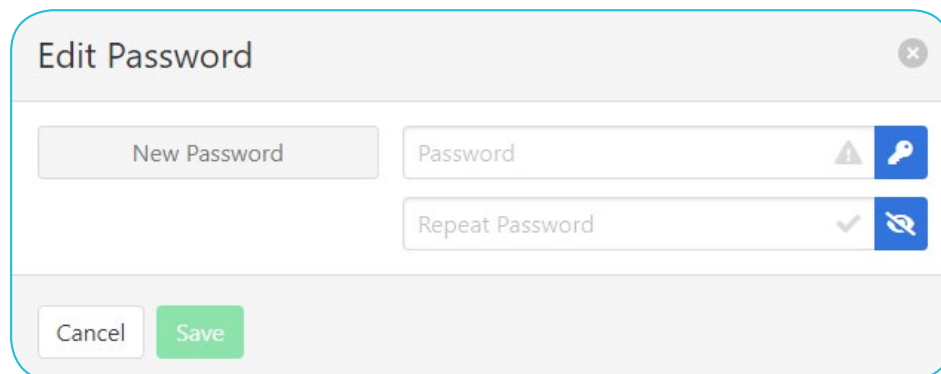
Expiration (days) Password **never** expires


**Portal Passcode** 

Login Enabled 



Expiration Days



Enter the new password into the Edit Password screen and click save.



**Edit Password** 

New Password

Password  

Repeat Password  

Cancel Save