

## CUSTOMIZING YOUR OUTGOING CALLER ID

Log in to the OMNI Panel using your username and password.

Username	<input type="text" value="john smart"/>
Password	<input type="password" value="....."/>
<input type="button" value="Log In"/>	

Click the Enterprises link on the left-hand side of the screen to access the Manage Enterprises page.

Type the name of the enterprise you would like to manage into the search bar. When the name appears underneath, click the arrow beside it to open the Enterprise page in a new window.

<input type="text" value="office"/>	<input type="button" value="↕"/>
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**NOTE:** Make sure to click the arrow if you would like to manage enterprise settings.

If the Extensions page does not appear once the new window opens, click the Extensions link on the left-hand side of the screen.

Type the name or number of the extension you would like to manage into the search bar, and click the search button.

**NOTE:** Make sure to click the search button, and not the arrow icon that appears next to the extension once it appears in the search box, as this will open the User Panel.

When the extension appears in the search results, click the Edit icon.

<input type="button" value="✖"/>	<input type="text" value="7323"/>	<input type="text" value="Jane Smart"/>
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When the Edit Extension page opens, scroll down and click the **show more settings** text.

Enter the desired ID in the Outgoing Caller ID field.

Outgoing Caller ID	<input type="text" value="2126607323"/>
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**NOTE:** You may only use digits 0-9 for your caller ID.

Click Update Extension at the bottom of the screen when you are done to save any changes.

*For additional assistance, SCC's U.S.-based support team is proud to offer 24/7/365 support for any further questions and/or troubleshooting. Please feel free to reach out to SCC using the phone number or email below.*