VCU SOMTech
School of Medicine
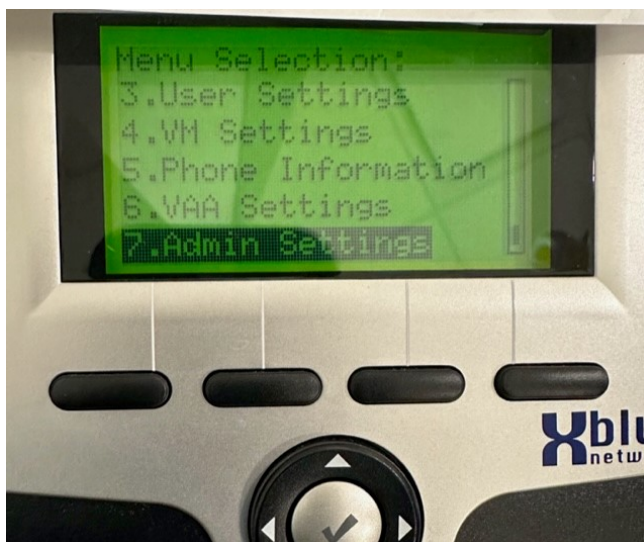
Change Phone Number on X-Blue Phone

Justin Fedoryk - 2025-12-08 - [Other](#)

Description: Process for changing the 3 digit number for an X-Blue Phone, in the event that is has changed from its set number
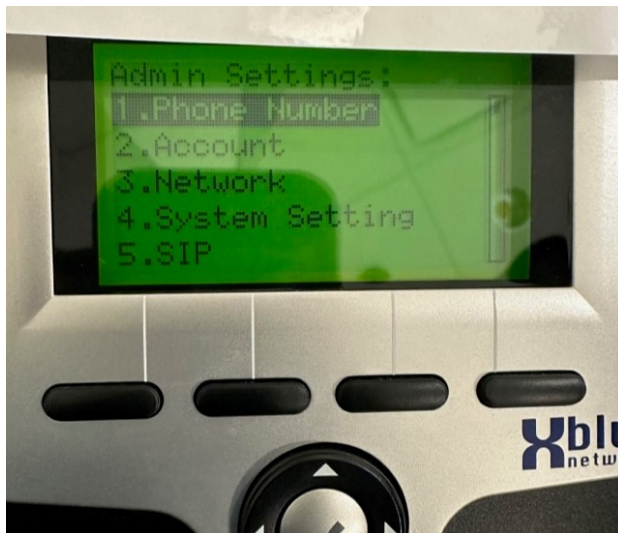
Equipment: X-Blue Phone

Software: NA

1. Select "Menu" with the far left button below the screen

2. Select "Admin Settings" Under Menu. Option 7

   1. Passcode is 1234

3. Select "Phone Number" under the admin settings

1. Erase the number present, and enter the 3 digit number it should be

2. Select "Enter" (the check mark circle button in teh middle of the directional arrows)

4. To return to the home screen, hit the "Back Arrow" button on the directional buttons until you are there