

AVAYA TELEPHONE

HOW TO LOG OUT/ LOG IN A TELEPHONE



TO LOG OUT A TELEPHONE:

1. Press the Avaya “**Menu**” key (black button with the **A** icon located directly below the round Navigation button)
2. On a **9611G** set use the down Navigation arrow to navigate to the softkey for the **Log Out** application and press “**Select**” or “**OK**” on the Navigation button. On a **9641GS** set press the “**Settings**” icon on the touch screen and navigate to and press the **Log Out** application.
3. Press **Log Out** again to confirm

TO LOG IN A TELEPHONE:

1. Press the softkey **Login** to continue the log in process shown on the phone screen display
2. Enter the correct 7-digit extension number and press “**Enter**” or “**OK**”
3. Enter the Password and press “**Enter**” or “**OK**”. The password will be 1 followed by your school/ Administration Location 4-digit number.

Note: You can log in a 7-digit extension number only if the number has been provisioned in the Avaya system for that phone. If the phone will not accept the number you will need to open a Remedy ticket (754-321-0411).