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).