

## *Logging in to your telephone*

### **About logging in to your telephone**

Logging in and out maintains your preferences, call information, and options if you share a telephone with other users. Log out to prevent unauthorized use of your telephone during an absence.

### **Logging in to your telephone**

Log in from the initial screen when it prompts you for your extension.

1. Enter your extension.
2. Press Enter or OK.
3. Enter your password (1234).
4. Press Enter or OK.

### **Logging out of your telephone**

1. Press Avaya Menu.
2. Select Log Out.
3. Press Log Out or OK.
4. Press Log Out again to confirm.