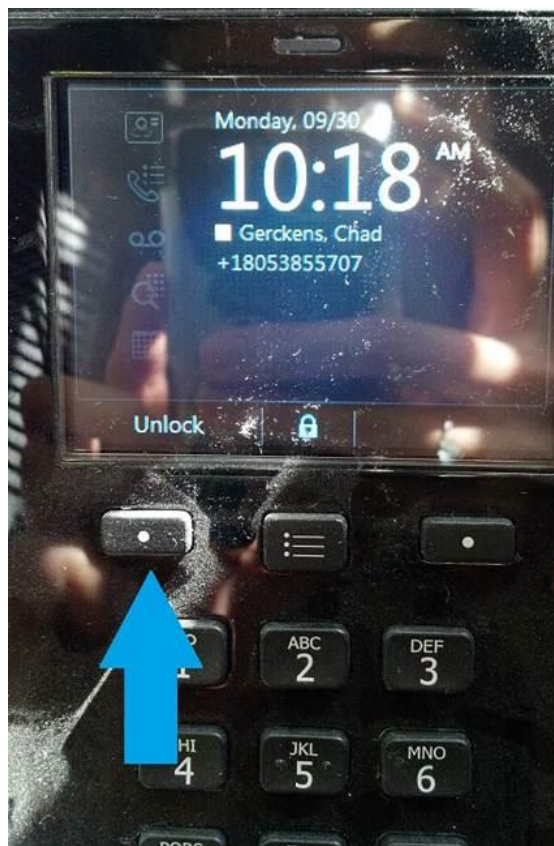


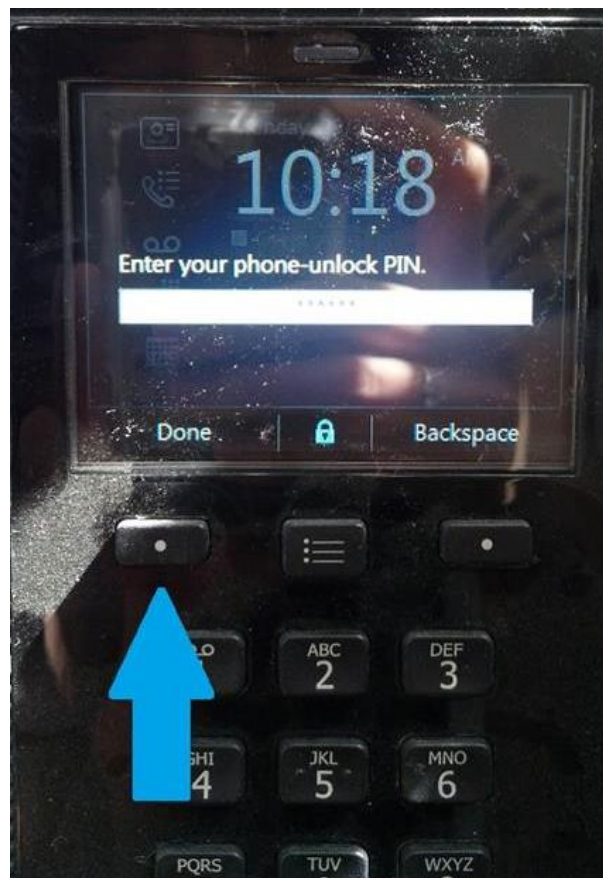
## Step 1

1. On your phone press the button underneath **Unlock**



## Step 2

2. When asked for PIN enter **123456**
3. Then press the button underneath **Done**



### Step 3

4. Press the center button, under the **Menu**



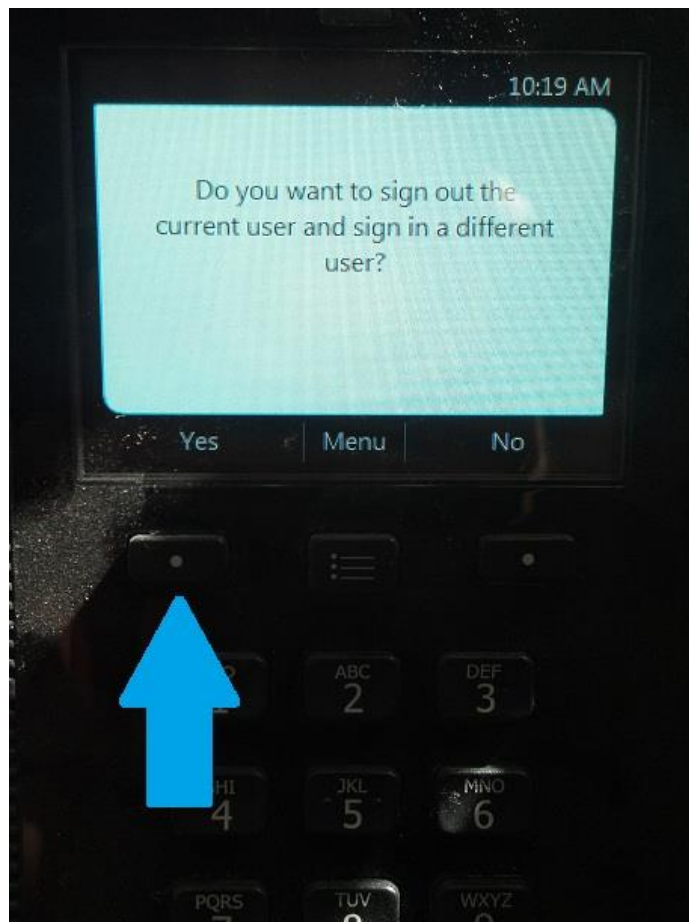
### Step 4

5. A window will pop up on the screen
6. Scroll through the options using the bottom arrow button until you select **Switch User**
7. Then press the round center button between the arrows to select it.



## Step 5

8. Next it will ask if you want to sign out the current user and sign in a different user.
9. Press the button under **Yes** to select it



## Step 6

1. In order to sign in as yourself, the easiest way is sign into **Lync** on the computer
2. Unplug the usb cable from the back of the phone, wait a few seconds then plugin back in
3. After about a minute, you should get a pop up on your computer asking for a username and password
4. Your username should be filled in already (*ouhsd/firstname.lastname*)
5. Password should be the same as you use to login to the computer

✕

### Logon information needed

A connection has been detected between your desk phone and Lync. To complete the connection, type your network logon password.

Sign-in address:

User name:

Password:

## Final Step

6. Your phone will ask you to setup a **Pin** for your phone.
7. Please make sure to use the following as the Pin number **123456**
8. You will be asked to re-enter the new Pin again enter **123456**
9. Then press the button below **Done**
10. Your phone is now setup.

## Need Further Help?

If you need any further assistance please email Helpdesk at [helpdesk@ouhsd.k12.ca.us](mailto:helpdesk@ouhsd.k12.ca.us) or reach them at **805-385-4141**

