How to “Sign In” to your VVX phone

If you have a VVX310 or VVX410, the wheel to the right lets you move around the screen by pressing the arrow buttons. The VVX500 & VVX600 are touch screens so you can touch the screen.

On the bottom of the screen you will see a **more** button. Press that then press the **Sign in (the sign out button is here as well)** button.

Select **Pin Authentication**

Type in **your 4 digit extension** in Extension

Type in **4990** in the pin

Press **Sign in**.

The phone will either sign in or it may ask you to press “**done”** at the end.

If you cannot sign into your phone, some things to try:

1. Press the 0 plus 1 plus 3 all at one time, this will restart the phone.

If that doesn’t work

1. Try to sign in as someone else, we have a user set up with phone number 2277 and pin 4990. After it signs in, sign out and then try signing yourself in.