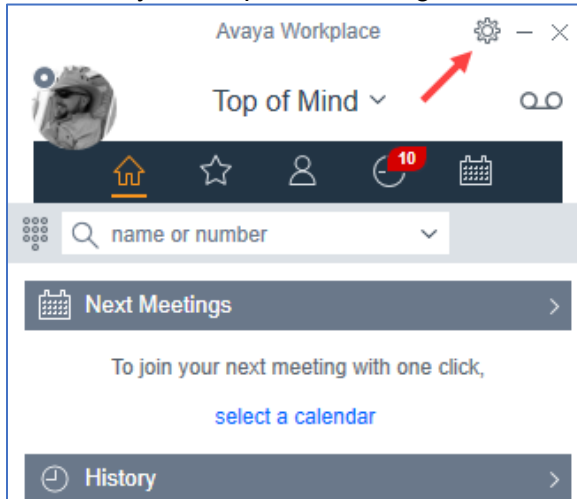
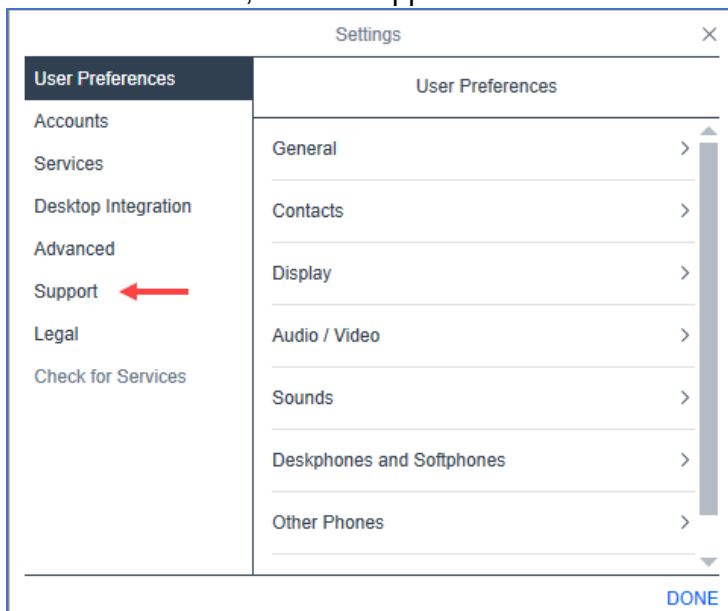


How to update & reset Avaya Workplace instructions

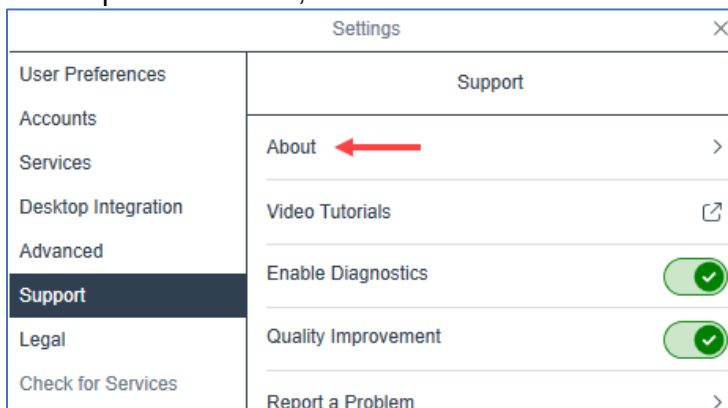
1. In the Avaya Workplace, select gear icon.



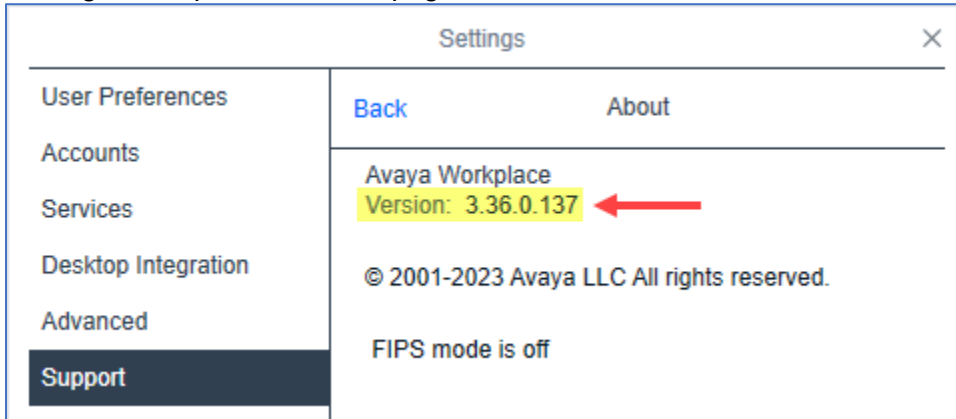
2. In the new window, select "Support".



3. In the updated window, select "About".

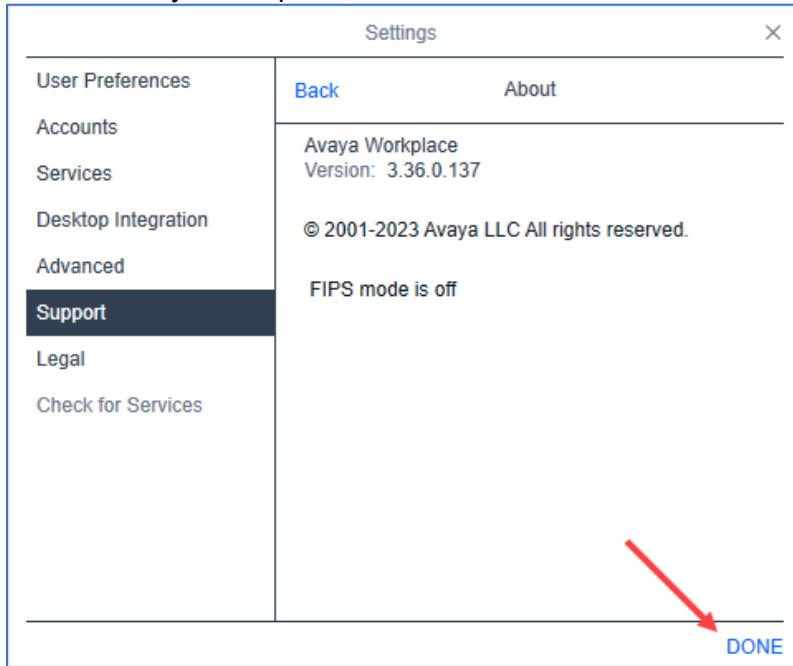


4. If Version "3.36.0.0137"
 - is "3.36.0.137" go to step 7 on page 3.
 - is not go to step 5 this on this page.

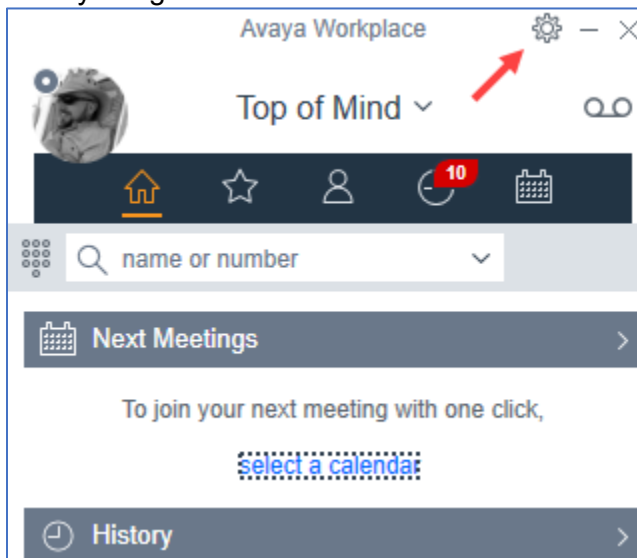


5. Close Avaya Workplace.
6. To update Avaya Workplace, follow the instruction in "Install Avaya Workplace" guide at [https://telecom.usnh.edu/files/How to install Avaya Workplace company portal.pdf](https://telecom.usnh.edu/files/How_to_install_Avaya_Workplace_company_portal.pdf).

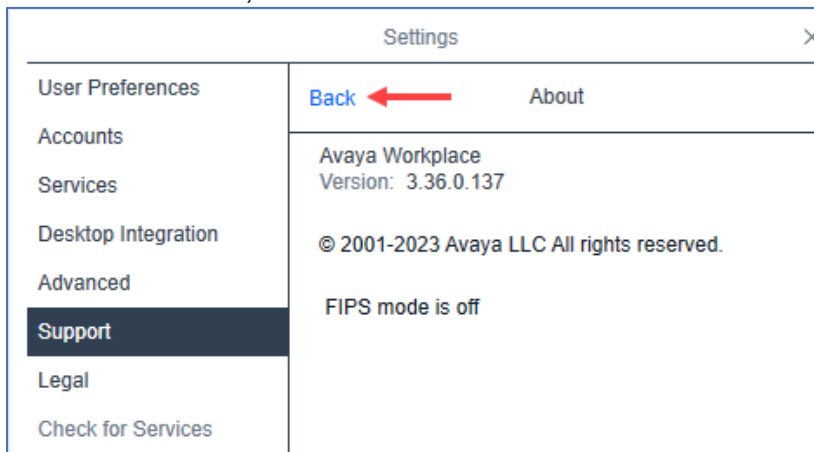
7. To reset Avaya Workplace, select “Done”.



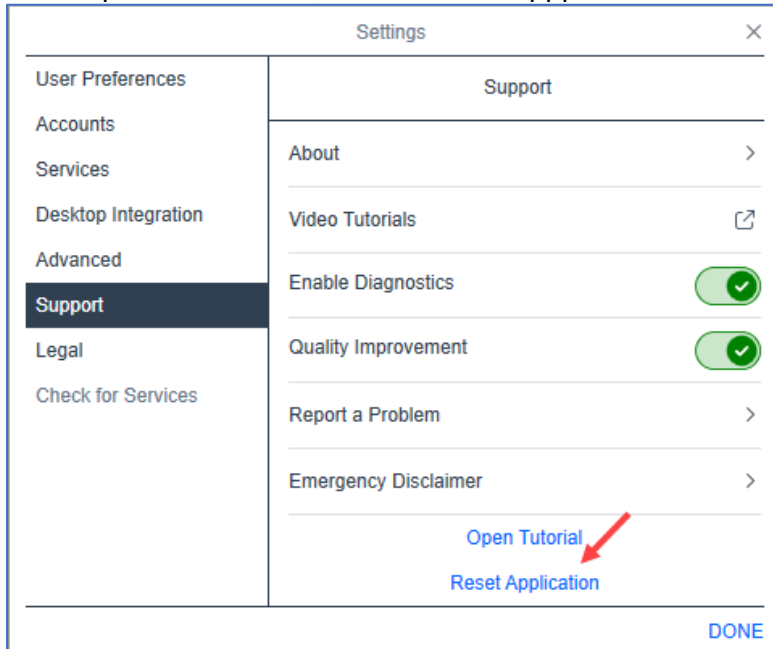
8. Select the gear icon.



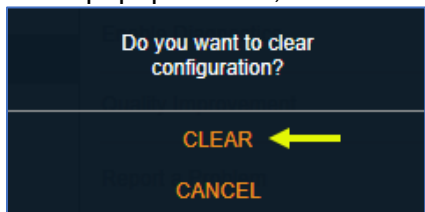
9. In the new window, select “Back”.



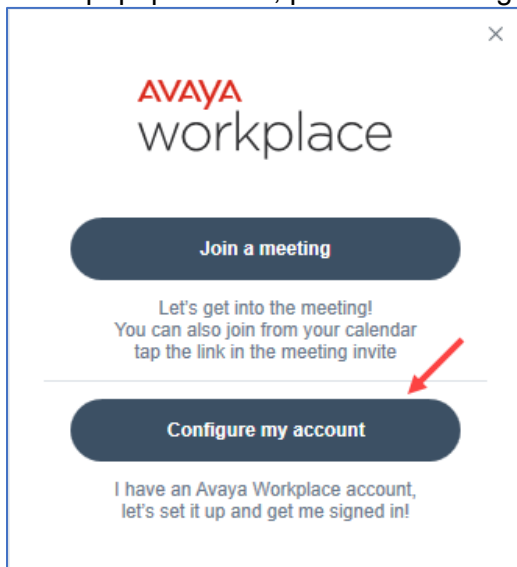
10. In the updated window, select “Reset Application”.



11. In the popup window, select “CLEAR”.



12. In the popup window, press the “Configure my account:” – button.



13. To setup Avaya Workplace, follow the instruction in the “Setup Avaya Workplace” guide at https://telecom.usnh.edu/files/How_to_Setup_Avaya_Workplace.pdf