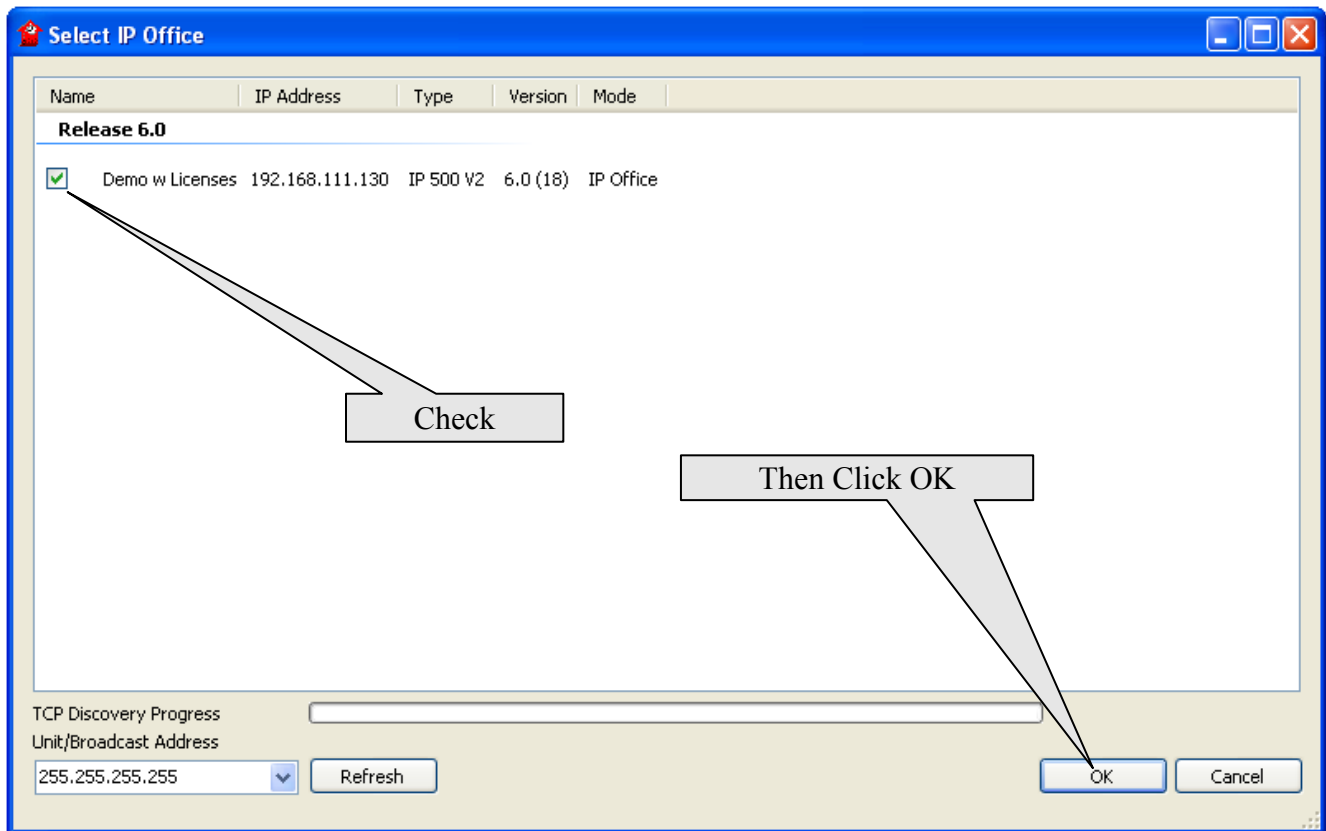


# 1

## IP Office Essential Edition How to Change the Password

Open the Manager program

Locate and connect to the Ksu



## 2

# IP Office Essential Edition

## How to Change the Password

Log on to the KSU as would normally do so

The screenshot shows a Windows-style application window titled "Select IP Office". Inside, there is a table with columns: Name, IP Address, Type, Version, and Mode. The table has a section header "Release 6.0" and one row: "Demo w Licenses" with IP Address "192.168.111.130", Type "IP 500 V2", Version "6.0 (18)", and Mode "IP Office". A checkbox next to "Demo w Licenses" is checked. Overlaid on this window is a smaller dialog box titled "Configuration Service User Login". This dialog box contains the text "IP Office : Demo w Licenses - IP 500 V2", a "Service User Name" field with "Administrator" entered, and a "Service User Password" field with masked characters "••••••". Below these fields are "OK", "Cancel", and "Help" buttons. At the bottom of the main window, there is a "TCP Discovery Progress" bar, a "Unit/Broadcast Address" dropdown menu showing "255.255.255.255", a "Refresh" button, and "OK" and "Cancel" buttons.

Name	IP Address	Type	Version	Mode
<b>Release 6.0</b>				
<input checked="" type="checkbox"/> Demo w Licenses	192.168.111.130	IP 500 V2	6.0 (18)	IP Office

**Configuration Service User Login**

IP Office : Demo w Licenses - IP 500 V2

Service User Name: Administrator

Service User Password: ••••••

OK Cancel Help

TCP Discovery Progress: [Progress Bar]

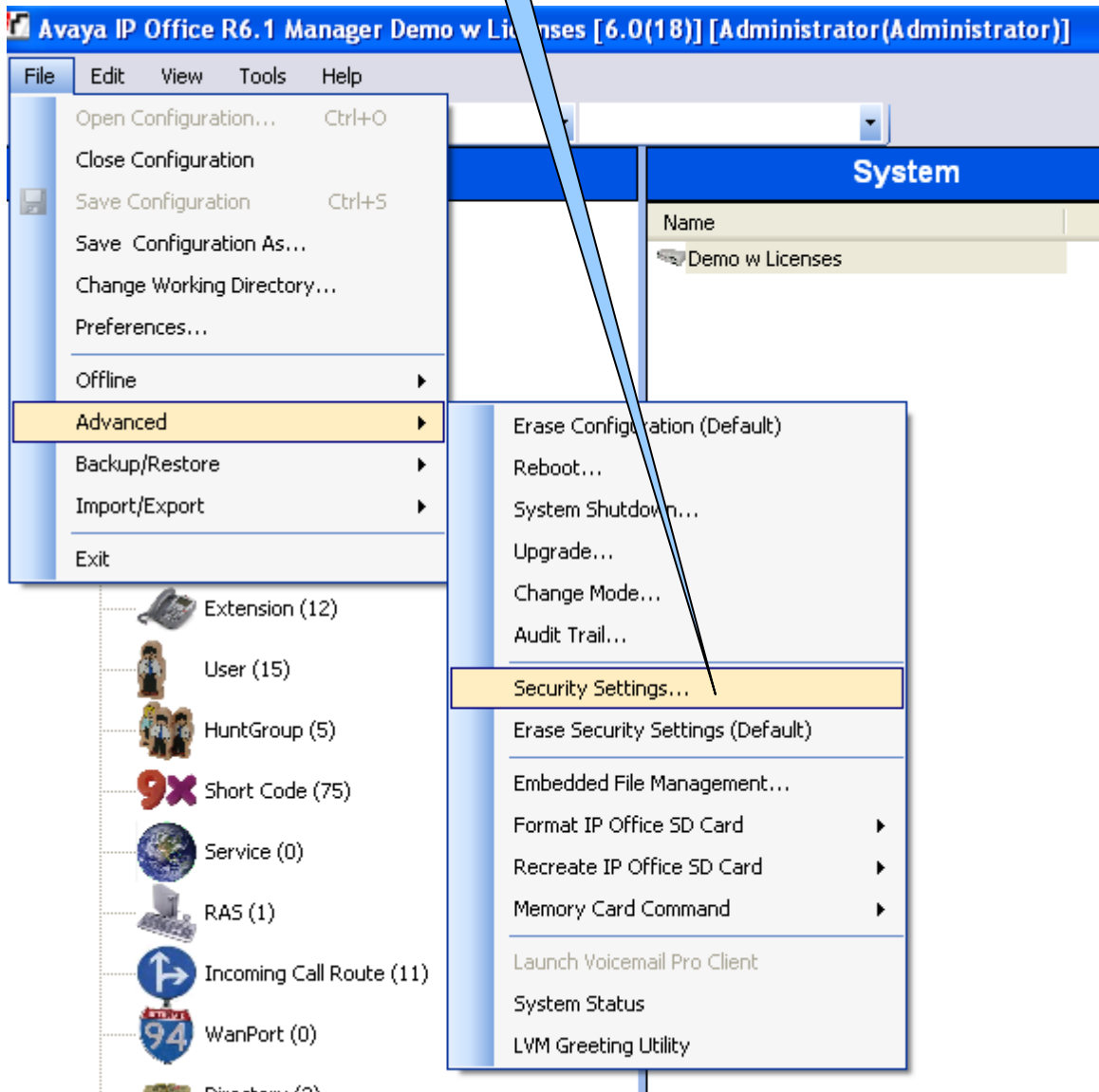
Unit/Broadcast Address: 255.255.255.255 [v] Refresh OK Cancel

### 3

## IP Office Essential Edition

### How to Change the Password

After you have logged on to the Ksu, Go here...

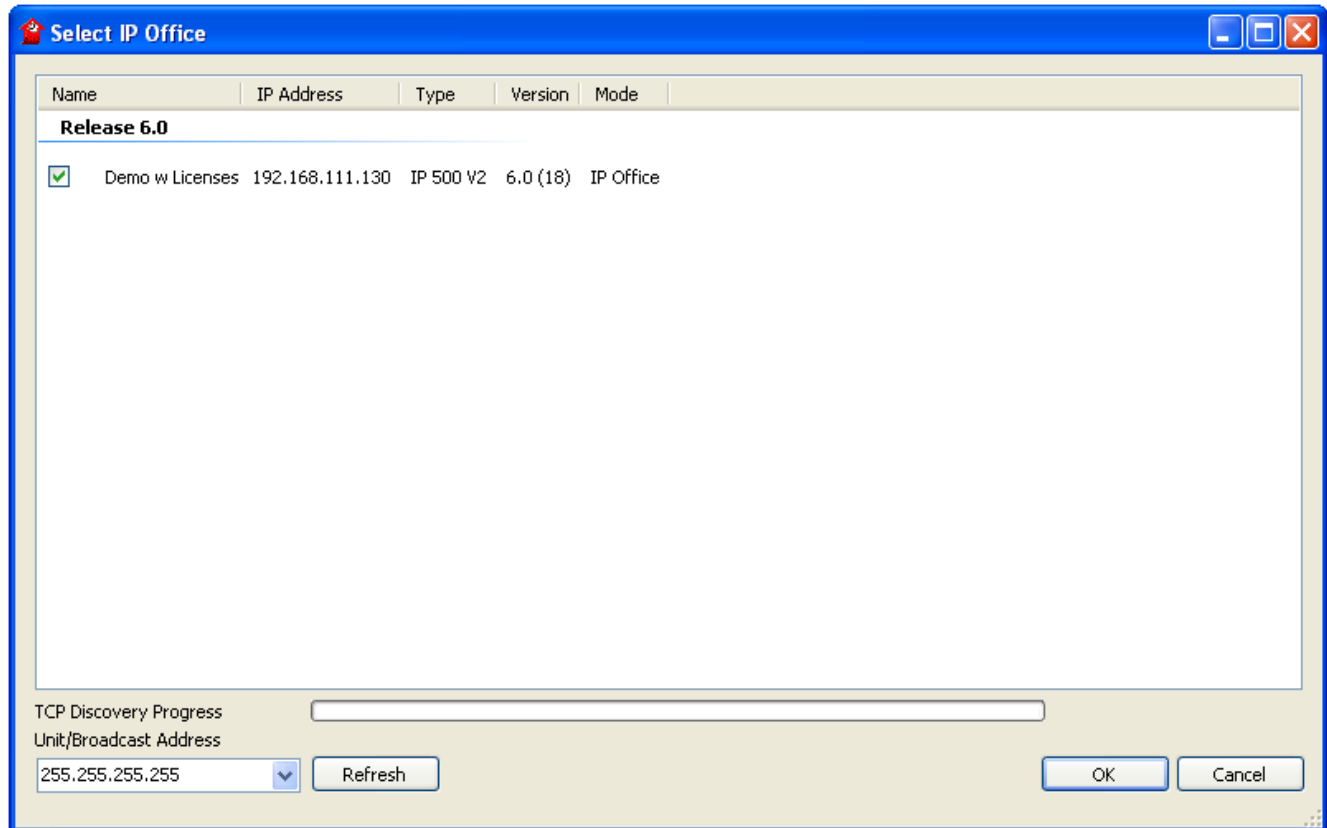


# 4

## IP Office Essential Edition

### How to Change the Password

Reconnect to the KSU

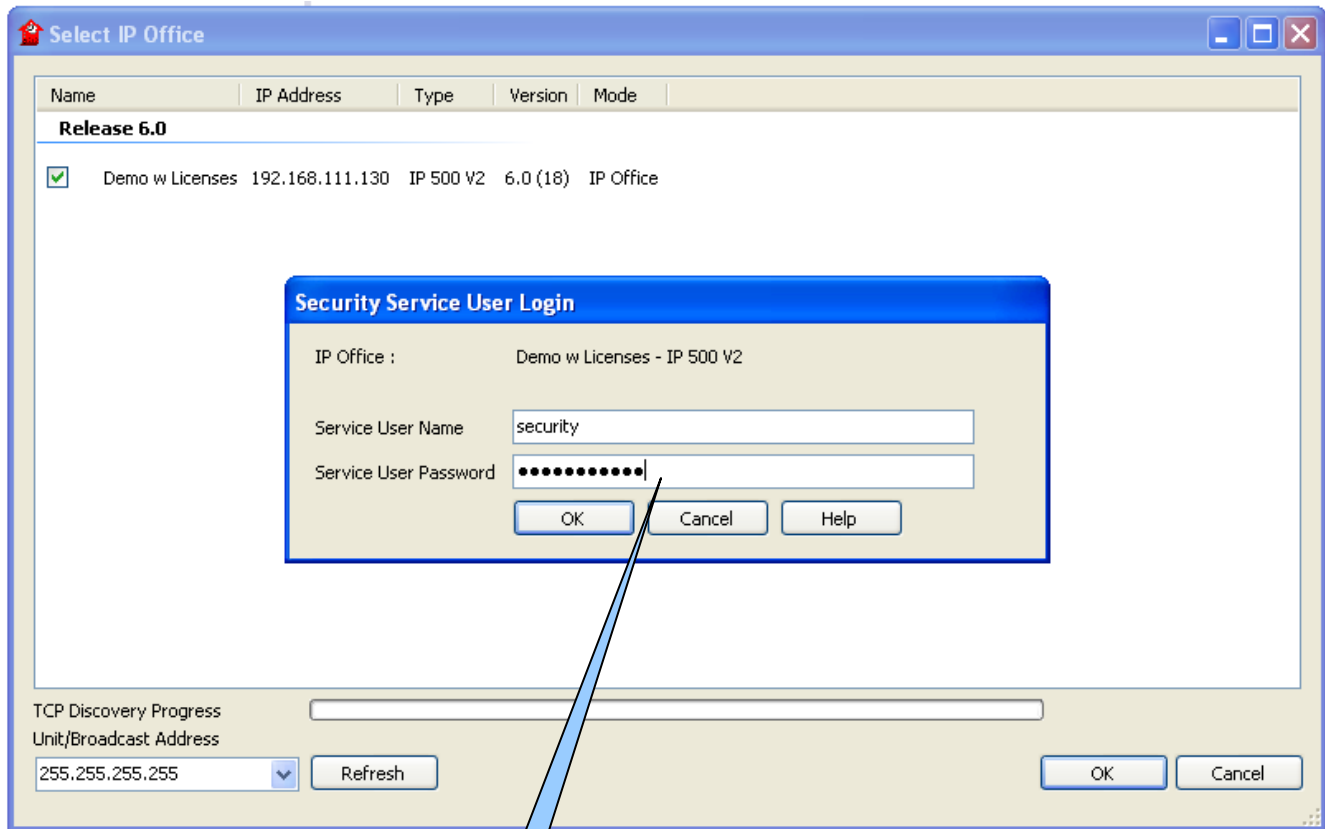


# 5

## IP Office Essential Edition

### How to Change the Password

Log into the KSU with security User and Password



Service User Name is security (Note: all lowercase letters)

Service User Password is securitypwd (Note: all lowercase letters)

## IP Office Essential Edition How to Change the Password

Click on Service Users



Be sure Administrator is selected

Service Users (4)		
Service User Name	Account St...	Groups
Administrator	Enabled	Administ...
Manager	Enabled	Manage...
Operator	Enabled	Operato...
EnhTcpsaService	Enabled	TCPA G...

Click on the Change Button

**Service User: Administrator**

Service User Details

Name: Administrator

Password:

Account Status: Enabled

Account Expiry: <None>

Enter and Re-Enter the New Password

**Change Password**

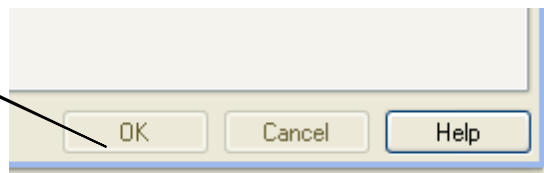
Change Password

New Password:

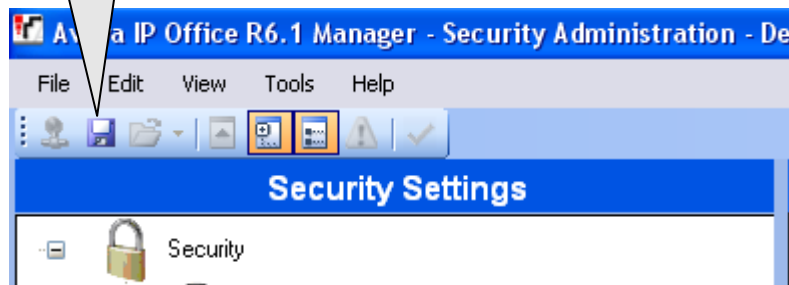
Re-Enter New Password:

## IP Office Essential Edition How to Change the Password

Click **OK** in the lower Right hand corner of the screen



Click the **Blue Floppy Disk Icon** to Save the new Security Settings



security

securitypwd to finish

Close down the Security page.

Reconnect to your KSU using the new password.

# Special Notice

A security threat has been discovered that can expose SIP Accounts and Passwords.

Disable the accounts below or change each accounts password. (Best is to Disable)

**Do NOT disable the Administrator.  
You MUST change the password!!!**

**1. Click Here...**

Service User Name	Account Status	Groups
Administrator	Enabled	Administrator Group; System Status Group;
Manager	Disabled	Manager Group; System Status Group;
Operator	Disabled	Operator Group; System Status Group;
EnhTopsService	Disabled	TCPA Group;
IPDECTService	Disabled	IPDECT Group;

**2. Disable these...**

**Service User : IPDECTService**

Service User Details

Name: IPDECTService

Password: [Redacted]

Account Status: Disabled

<None>

No Account Expiry ☒

Account Expiry: December, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

**Keep in mind that Avaya may  
add or remove Service Users in  
this area.**

**Just be sure that All but the  
Administrator are DISABLED.**