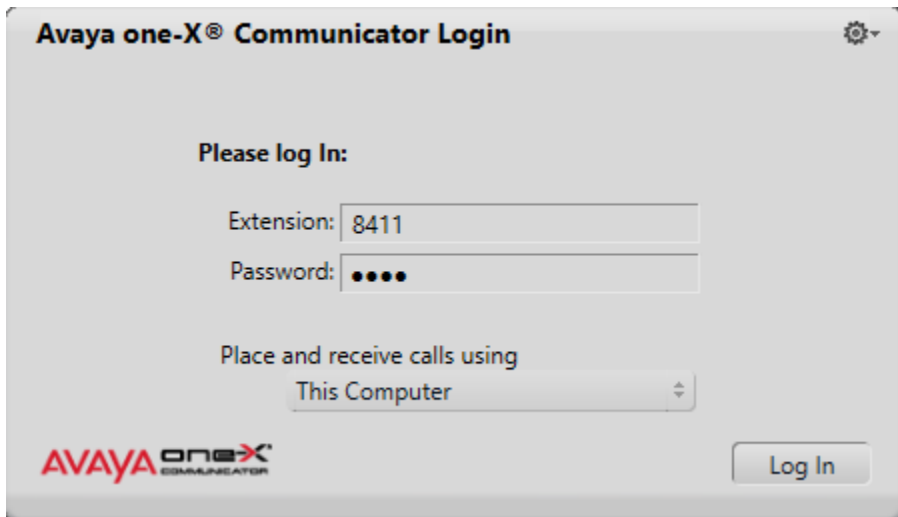## Dakota County Avaya One-X Communicator User Guide
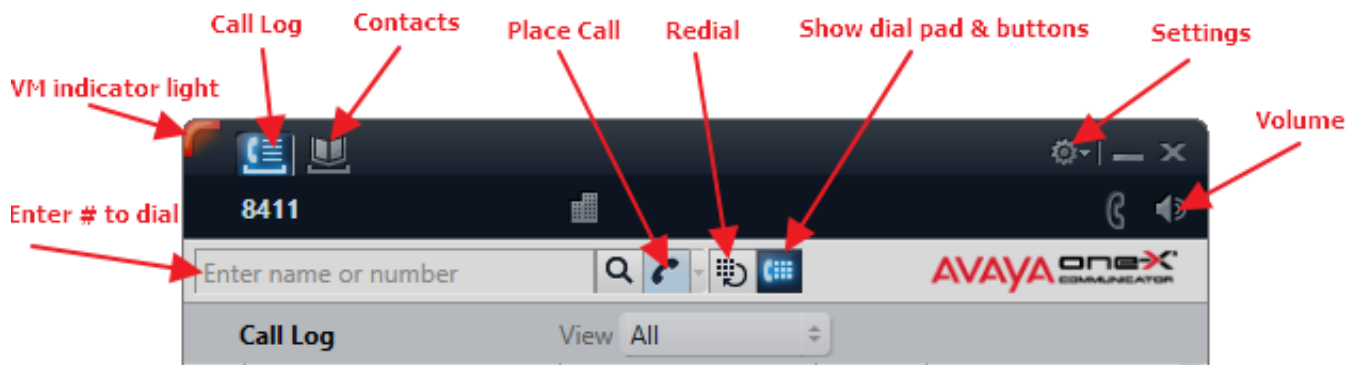
Logging on:

- When you open Avaya one-X Communicator, you will get this login screen:
    - Note – You will need to be using an County asset and connected to VPN

- Enter your extension number and password of 1234 and click **Log In**
- If you are logged into a desk phone you will get a pop saying Existing Login Detected. Click **Yes** which will sign you out of your desk phone and into One-X Communicator
    - Note – When you go back to your desk phone, you will need to sign back in

Button layout:

Placing a call:

- Enter a valid phone extension or number just like you would on your Avaya phone by clinking in on the dial pad or on your keyboard
- Press Enter or the place call icon

During call: