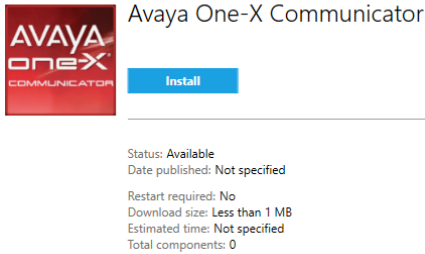


Avaya Soft Phone installation

1. Explore to Dakota County software center. Select Avaya one-X Communicator.
2. Click Install. Should see installing being displayed.

[Applications](#) > [Application details](#)

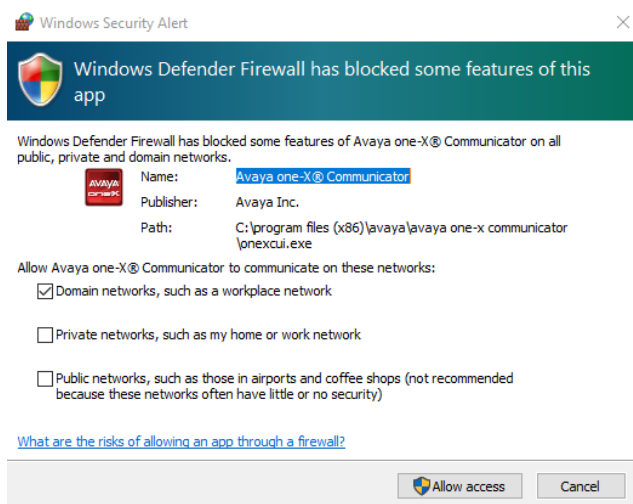


AVAYA
one-X
COMMUNICATOR

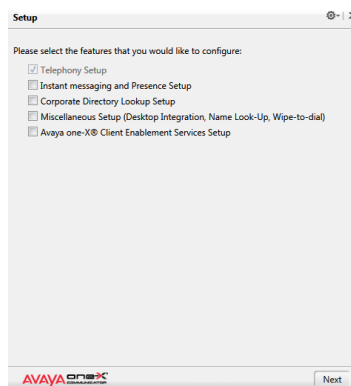
Install

Status: Available
Date published: Not specified
Restart required: No
Download size: Less than 1 MB
Estimated time: Not specified
Total components: 0

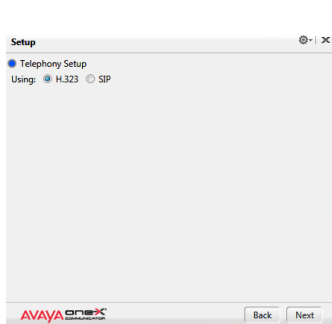
3. Click on the desktop icon Avaya one-x Communicator to launch.
4. Click cancel when the firewall pop up launches. If prompted for Admin credentials click cancel.



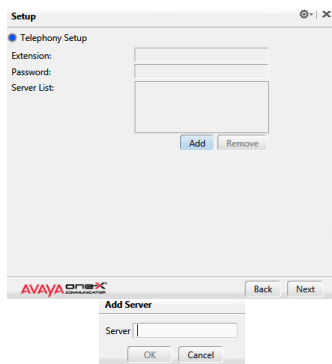
5. Click next



6. Click Using H.323 on Telephony Setup screen, Click Next

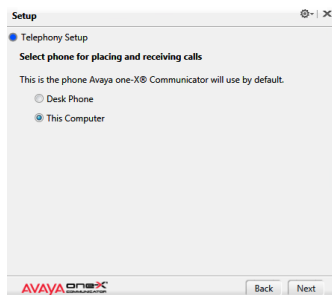


7. On Telephone Setup screen
 - a. Enter Extension: “Your assigned 4 digit extension ex. 8444”
 - b. Password:1234
 - c. Server List: Click Add
 - 1.Server – Enter 10.250.3.113 and Click OK

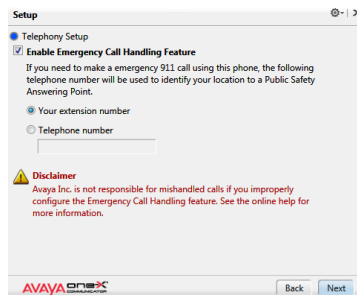


- d. Click Next

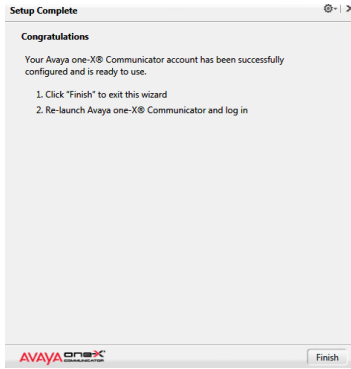
8. On Telephony Setup – Add phones – Click Next
9. On Telephony Setup – Select phone for placing and receiving calls – Select This Computer, Click Next



10. On Telephony Setup – Emergency Call Handling Feature – Leave at Your extension number and click Next



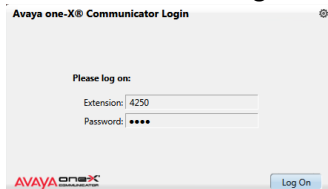
11. Click Finish on the Setup Complete screen



12. Double Click on the Avaya one-X Communicator icon

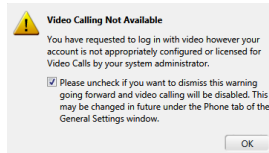


13. Click Log On, on the Avaya one-X Communicator Login screen



14. If you get Existing Login Detected message you will need to Click Yes if you want the PC to take over that number

15. On Video Calling Not Available – Un-Check the box and click OK



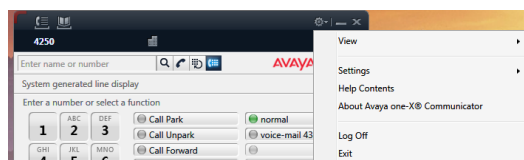
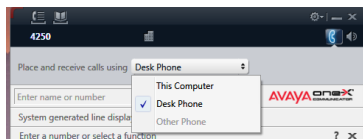
16. You should now see the following dialog box



17. Select the down arrow next to the gear symbol in the upper right corner and Select View

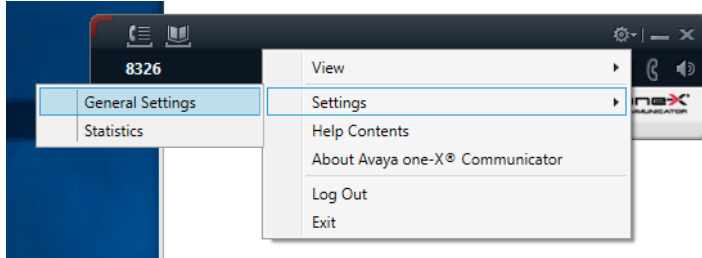
- a. Click on Show Dial Pad
- b. Repeat and Click on Show Line display

Note: If you click on the Phone icon on the upper right side, you can choose between Desk Phone and This Computer. The user will need to toggle between these two settings when they come back to the office.

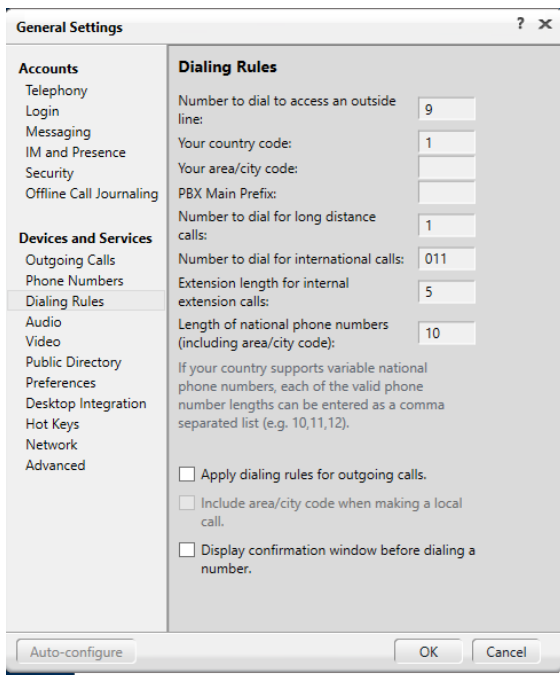


To revert back to Desk phone, select down arrow next to the Gear (settings) and click Exit

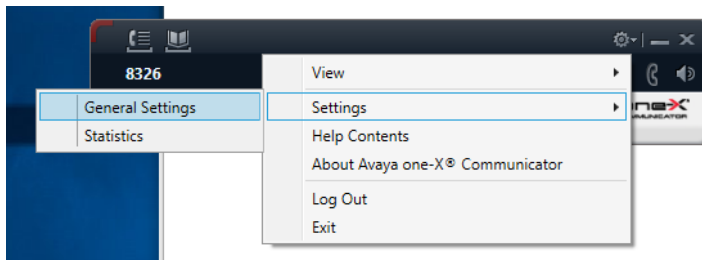
Turn off dialing rules for outgoing calls. This can be done by going into settings > general settings > dialing rules.



Then uncheck the box for apply dialing rules for outgoing calls.



Selecting an audio device to use for this softphone. This can be done by going into settings > general settings > audio.



You can select the microphone and speaker via the drop down under these categories. Any device connected to the pc should be seen as a choice in these drop downs. It could be a headset or the built in laptop mic and speaker.

