Logging In

Open one-X Communicator by double clicking the one-X Communicator icon on your desktop and enter your extension and password and click **Log On**

Under **Menu Settings > View**, check the **Show Line Display** option to allow you to see the Active Call information. On the **General Settings** tab, complete the following changes as outlined below:

<table>
<thead>
<tr>
<th>Telephony</th>
<th>Preferences</th>
<th>Desktop Integration</th>
<th>Audio</th>
<th>Dialing Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Using: Check the H.323 button</td>
<td>o Set the <strong>Language for the interface</strong> to English</td>
<td>o Check the Enable Avaya Collaboration Services box</td>
<td>o On the <strong>Basic</strong> tab, from the drop down box for both the Microphone and Speaker options, check the appropriate device</td>
<td>o Complete the dialing rules:</td>
</tr>
<tr>
<td>o Extension: Enter your extension</td>
<td>o Check all remaining boxes</td>
<td>o Under “Name Look-up”, check the following boxes:</td>
<td>o Test the volume option</td>
<td>▪ Number to dial to access an outside line: <strong>8</strong></td>
</tr>
<tr>
<td>o Password: Enter the password of your desk phone <strong>2580</strong></td>
<td>o Under the Contacts field &gt; Display Name, select how you wish your contacts to be displayed</td>
<td>▪ Enable Name Look-up for incoming and outgoing calls</td>
<td>▪ Drag the Playback slider to control the volume for playback</td>
<td>▪ Your country code: <strong>1</strong></td>
</tr>
<tr>
<td>o Server: Enter the IP address of your server <strong>192.168.224.12</strong></td>
<td></td>
<td>▪ Minimum number of digits to match – <strong>6</strong></td>
<td>▪ Drag the Record slider to control the volume for the record</td>
<td>▪ Your area/city code: <strong>Leave blank</strong></td>
</tr>
<tr>
<td>Messaging</td>
<td></td>
<td>▪ Public Directory</td>
<td></td>
<td>▪ Number to dial for long distance calls: <strong>1</strong></td>
</tr>
<tr>
<td>o Check the <strong>Enable Message Access</strong> box</td>
<td></td>
<td></td>
<td></td>
<td>▪ Number to dial for international calls: <strong>011</strong></td>
</tr>
<tr>
<td>o Check the <strong>Dial this number</strong> field, enter the access number <strong>149999</strong></td>
<td></td>
<td></td>
<td></td>
<td>▪ Extension length for internal extension calls: <strong>6</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>▪ Length of national phone numbers (including area/city code: <strong>10</strong></td>
</tr>
<tr>
<td>Outgoing Calls</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o In the “Place and receive calls using field”, select <strong>This Computer</strong></td>
<td></td>
<td>o Under “Wipe-to-dial”, check the Enable wipe-to-dial (clipboard dialing) check box</td>
<td>o Check the following box:</td>
<td></td>
</tr>
<tr>
<td>o <strong>Do NOT</strong> enable the Emergency Call handling feature</td>
<td></td>
<td>▪ Apply dialing rules for outgoing calls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Log &amp; Dial Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o In order to see the Name/Number information in the Call Log as shown below, go to <strong>Menu Settings</strong> and check the <strong>Show Name and Number</strong> option</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Once you click on the <strong>Dial Pad</strong> icon, you now see the dial pad and the feature buttons that have been assigned to your phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Make a Call**

Enter the name or extension number or phone number you wish to call using the keyboard and click the **Place Call** icon or press Enter

- Or click the **Place Call** icon then click on the **Dial pad** icon and enter the number

To redial the last number completed, click the **Redial** icon

---

**Answer a Call**

To answer a call, click the **Answer** button on the incoming call window

To ignore a call, click the **Ignore** button on the incoming call window

To hang up, click the **Hang Up** icon on the active call window

---

**Hold a Call**

To hold a call, click the **Hold** button on the incoming call window

To resume a held, click the **Unhold** button

---

**Transfer a Call**

To transfer a call, click the **Transfer** button on the incoming call

In the **To** field, enter the extension number and click **OK**

You can also transfer a call to another number by dragging and dropping the call appearance to Call Log entry or to a contact and then click the **Transfer** button that appears

---

**Conference Calls**

When you have 2 active calls, you can conference them together by clicking the **Conference** option

- A new window pops up, click **Conference** again

To drop the last participant added to the call, click **Drop**

To disconnect from the call, click **Hang Up**
Contacts

To search for a contact, go to the **View** drop down list

Click **Search Results**

Enter your search criteria in the **Search field** on the left

Click the contact

Click the **Call** icon to place the call

Add a Contact

To add a contact, click the **Menu** icon

Select **Contacts** and then **Add Contact**

A blank contact record opens

Enter the information for the contact and click **OK**