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Contents

Chapter 1: About Avaya Communicator ................................................................. 8
  About Avaya Communicator .................................................................................. 8
  Main window .......................................................................................................... 8
  Button descriptions ................................................................................................ 11

Chapter 2: Getting started .................................................................................... 13
  Getting started ........................................................................................................ 13
  System requirements ............................................................................................... 13
  Installing the application ......................................................................................... 14
  Installing certificates ............................................................................................... 16
  About upgrade ......................................................................................................... 18
  Logging into the server ........................................................................................... 18
  Auto login ................................................................................................................ 19
  Changing the password ......................................................................................... 19
  Password security rules ......................................................................................... 20
  Configuring the application .................................................................................... 20

Chapter 3: Managing contacts .............................................................................. 27
  Contact types ......................................................................................................... 27
    Keyboard shortcuts for Avaya Communicator for Windows ................................ 28
  Selecting contacts from the Contact fan .............................................................. 28
  Filtering contacts ................................................................................................... 28
  Adding a contact to Communicator contacts ....................................................... 29
  Changing the first name and last name display order ......................................... 29
  Locating Enterprise contacts ............................................................................... 30

Chapter 4: Managing status information ............................................................. 31
  Managing status information ............................................................................... 31
    Setting your availability ....................................................................................... 32
    Changing your status message ............................................................................ 32

Chapter 5: Making calls ....................................................................................... 34
  Authorization code and Account code ................................................................ 34
  Voice calls ............................................................................................................. 34
    Making a voice call using the dialpad ................................................................. 35
    Making a call from a contact card .................................................................... 35
    Making a call from a call history record .......................................................... 36
    Making a voice call from an instant message .................................................. 36
  Video calls ............................................................................................................ 37
    Making a video call from the dialpad or number input field ............................ 37
    Making a video call from a contact card ........................................................... 37
    Making a video call from a history record ....................................................... 38
    Making a video call from an instant message .................................................. 39
Chapter 6: Handling calls

- About handling calls................................................................. 41
- Answering a call....................................................................... 41
- Enabling the auto-answer feature........................................... 42
- Ignoring an incoming call......................................................... 42
- Placing a call on hold................................................................. 43
- Resuming a call that is on hold................................................ 43
- Muting a call............................................................................ 44
- Unmuting a call....................................................................... 44
- Entering digits during a call..................................................... 44
- Hanging up a call..................................................................... 44
- Adjusting the volume................................................................. 45
- Turning off ringing for all incoming calls............................... 45
- Transferring a call................................................................... 46
- Pausing a video call................................................................... 46
- Resuming a paused video call................................................ 47

Chapter 7: Conferencing

- Conference tab......................................................................... 48
- Merging two existing calls into a conference............................ 49
- Starting an Adhoc conference.................................................. 50
- Adding an existing call to an Adhoc conference....................... 50
- Starting a Meet Me conference................................................ 51
- Accessing Web Collaboration through Avaya Equinox™ for Windows.................................................. 52
- Adding a participant to a conference....................................... 53
- Dropping a participant from a conference................................. 54
- Calling a participant who dropped from the conference............ 54
- Ending a conference................................................................. 55
- Muting a participant in a conference........................................ 56
- Muting all participants in a conference call............................... 56
- Viewing the participants who dropped from a conference.......... 57
- Promoting a participant as the moderator in a conference........ 57
- Locking a conference call........................................................ 58
- Turning the lecture mode on/off............................................... 58
- Turning the Conference Continuation feature on/off............... 59
- Turning the Entry and Exit Tones feature on/off....................... 59

Chapter 8: Voicemail

- Accessing voicemail using short code.................................... 61
- Accessing voicemail using Message Waiting Indicator............. 61

Chapter 9: Using instant messaging

- Starting a new Instant Messaging session................................. 62
- Resuming an Instant Messaging session.................................. 62
- Ending an Instant Messaging session....................................... 63
- Sending an instant message to a contact on a call.................... 63
Chapter 1: About Avaya Communicator

About Avaya Communicator

Avaya Equinox™ for Windows provides enterprise users with simple access to all the communication channels in a single interface.

Avaya Communicator enables you to log into your company IP Office server and make and receive, voice and video calls from your deskphone extension using your PC. Note that the application is limited to 3 simultaneous calls, for example one current call and two held calls.

You can also:

- send email messages
- send instant messages
- view the presence status of other users
- access your call history
- access your system and enterprise contacts, as well as your personal contacts and Microsoft® Office® contacts
- manage your presence status

You must have access to your company network to use Avaya Communicator.

Avaya Communicator is available in two modes:

- Avaya Communicator
- Avaya Communicator with telephony-only features

You can confirm which mode you are using by contacting your system administrator.

Related links

Main window on page 8
Button descriptions on page 11

Main window

This section provides information about the layout of the Avaya Equinox™ for Windows interface and its controls.
The following figure shows the components of the main window of Avaya Equinox™ for Windows.

![Diagram of Avaya Equinox window components]

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presence area</td>
<td>Displays your presence setting and enables you to log into and out of the server.</td>
</tr>
<tr>
<td>2</td>
<td>Features button</td>
<td>Gives the option to enable and disable the auto-answer feature.</td>
</tr>
<tr>
<td>3</td>
<td>Message Waiting Indicator</td>
<td>Displays the number of unread voicemails when you have new voicemails in a badge over the Message Waiting Indicator. You can click the Message Waiting Indicator to listen to the voicemail messages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When you have more than 99 messages in your inbox the system displays the number of unread messages as 99+.</td>
</tr>
<tr>
<td>4</td>
<td>Options and Settings button</td>
<td>You can adjust the volume from Volume. Displays the Settings dialog box where you configure your servers, dialing rules, enterprise directory search settings, contacts search settings, audio, video, conference server, language, and window. You can also see information about the version of the software and report a problem with Avaya Communicator to support personnel.</td>
</tr>
<tr>
<td>5</td>
<td>History List tab</td>
<td>Displays the Call History fan and the call history tab buttons. The Call History fan displays cards for the calls you made and received using the Avaya Communicator client or missed using the Avaya Communicator. The call history tab buttons enable you to sort the call history cards in the Call History fan. Using the call history tab buttons, you can view all calls that you made, received or missed using the Avaya Communicator client. A number appears on the Call History tab to indicate the number of calls you missed since the last time you viewed the Call History fan.</td>
</tr>
</tbody>
</table>

*Table continues…*
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| 6   | Conference tab        | Displays the conference tab buttons. The conference fan displays cards for the participants in the conference. You can sort the cards in the Conference fan by most recent or alphabetically (that is, from A to Z). The conference tab buttons enable you to sort the conference participants in the Conference fan. Using the conference tab buttons, you can view:  
  • all participants in the conference  
  • the participants who dropped from the call |
| 7   | IM tab                | Displays the Instant Messaging fan. The Instant Messaging fan displays cards for all of your instant messaging sessions (or “chats”).                                                                                                                                                                                                                                                                               |
| 8   | New Conversation + button | Expands the list of contacts and displays the conversation area for you to start a new conversation.                                                                                                                                                                                                                                                                                                               |
| 9   | Contact List button   | Displays the Contacts fan. The Contacts fan provides the following options: System contacts, Personal contacts, Local contacts, or Enterprise search. The Contacts fan displays the contacts for the option that you select. The Contacts fan can also display cards for your Microsoft® Outlook® contacts in your Personal contacts list. To use this feature, you must enable Microsoft Outlook contacts in the Settings > Contacts panel. For more information about including Microsoft Outlook contacts in your Contacts fan, see Contact types on page 27.  
  ✤ Note:  
  You must be logged into the server to view your IP Office contacts. |
| 10  | Dialpad field         | Gives you the option to dial a number for audio or video call.                                                                                                                                                                                                                                                                                                                                                   |

Avaya Communicator uses the conversation setup stage to manage calls.
The following figure shows Avaya Communicator with the user logged in and no calls present.

![Avaya Communicator](image)

No calls to display

Related links

[About Avaya Communicator](#) on page 8

## Button descriptions

The following table describes the icons and buttons on the Avaya Communicator client interface.

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Call" /></td>
<td><strong>Call button</strong></td>
<td>Enables you to make a voice call.</td>
</tr>
<tr>
<td><img src="image" alt="Video" /></td>
<td><strong>Video button</strong></td>
<td>Enables you to make video call.</td>
</tr>
<tr>
<td><img src="image" alt="Instant Message" /></td>
<td><strong>Instant Message button</strong></td>
<td>Enables you to send an instant message.</td>
</tr>
<tr>
<td><img src="image" alt="More" /></td>
<td><strong>More button</strong></td>
<td>Enables you to access the conversation setup stage and moderator controls.</td>
</tr>
<tr>
<td><img src="image" alt="Options and Settings" /></td>
<td><strong>Options and Settings button</strong></td>
<td>Opens a dialog box where you can configure application settings such as server settings, Enterprise search settings, and dialing rules.</td>
</tr>
<tr>
<td><img src="image" alt="End" /></td>
<td><strong>End button</strong></td>
<td>Hangs up a voice call.</td>
</tr>
</tbody>
</table>

Table continues…
### Button Table

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Answer]</td>
<td><strong>Answer button</strong></td>
<td>If there is an active call that has not been answered by the Avaya Communicator client, the call appears in a conversation setup stage where you can answer or join the call by clicking this button.</td>
</tr>
<tr>
<td>![Mute]</td>
<td><strong>Mute button</strong></td>
<td>Mutes or unmutes the audio. When the call is muted, the button is blue.</td>
</tr>
<tr>
<td>![Dialpad]</td>
<td><strong>Dialpad button</strong></td>
<td>Opens the dialpad. You can enter touch-tone digits during a call from the dialpad.</td>
</tr>
<tr>
<td>![Hold]</td>
<td><strong>Hold button</strong></td>
<td>Places the current call on hold or resumes a call on hold. When the call is on hold, the button is blue.</td>
</tr>
<tr>
<td>![Ignore]</td>
<td><strong>Ignore button</strong></td>
<td>Cancels the incoming call.</td>
</tr>
</tbody>
</table>

When you receive a call, the incoming call panel appears, displaying the **Answer** and the **Ignore** buttons. The panel displays the extension number of the caller, along with an image of the caller, if one is available.

Depending on the connectivity between the Avaya Communicator client and Avaya one-X® Portal for IP Office the incoming call toast differs.

**Related links**

[About Avaya Communicator](#) on page 8
Chapter 2: Getting started

Getting started

Use the information in this section to verify that your computer system meets the minimum requirements, and to install the application.

Related links

System requirements on page 13
Installing the application on page 14
About upgrade on page 18
Logging into the server on page 18
Auto login on page 19
Changing the password on page 19
Password security rules on page 20

System requirements

Make sure that the computer meets all of the hardware, software, and connectivity requirements described in this chapter.

Related links

Getting started on page 13
Computer hardware requirements on page 13
Computer operating system requirements on page 14
Computer software requirements on page 14

Computer hardware requirements

Use the information in this chapter to ensure that your computer meets the requirements for Avaya Equinox™ for Windows.

The computer must have network connectivity and meet the following minimum hardware requirements:

- Dual-core 2.4 GHz processor
- 2 GB of RAM
- 1.5 GB of free hard disk space
Computer operating system requirements

Note:
A virtual machine environment does not support Avaya Equinox™ for Windows.

The computer must have one of the following 32-bit or 64-bit operating systems:
• Microsoft® Windows 7 Enterprise, Ultimate, or Professional Edition
• Microsoft® Windows 8.1 Enterprise, Ultimate, or Professional Edition

Computer software requirements

The computer must have the following software installed:
• Microsoft .NET Framework 4 Extended
• Microsoft .NET Framework 4 Client Profile

If your system does not have the requirements listed above, an error message prompts you to install them when you begin the installation.

Installing the application

Use this procedure to install Avaya Communicator on a Windows machine.

Before you begin
Ensure that the Microsoft .NET Framework 4 Extended is installed on your computer. If the application is not already installed on your computer, you must install them before you install the Avaya Communicator client. These applications are included with Avaya Communicator and are located in the Prerequisites folder.

About this task
The Avaya Communicator client is available from the Avaya support web site at http://www.avaya.com/support.
Procedure

1. Using Windows Explorer, go to the folder to which you saved the Avaya Equinox™ for Windows Installer, and double-click on the installer.

2. In the Welcome to the Avaya Communicator Setup Wizard dialog box, select the language you want to use from the Select language box.

3. Click the Next button.

4. In the End-User License Agreement dialog box, read the license agreement.

5. Click the I accept the terms in the License Agreement check box to accept the license agreement.

6. Click the Next button.

7. In the Destination Folder dialog box, click the Change button if you want to change the folder to which the software will be installed. By default, the software will be installed in C:\Program Files (x86)\Avaya\Avaya Communicator or C:\Program Files\Avaya\Avaya Communicator for a 32 bit machine.

8. Click the Next button.

9. In the Ready to install Avaya Communicator dialog box, click the Install button.

   The Installing Avaya Communicator message box appears, showing the status of the install. When the install is complete, the Avaya Communicator Setup Wizard dialog box appears.

10. In the Completed the Avaya Communicator Setup Wizard dialog box, make sure the Launch Avaya Communicator when setup exits check box is selected.

11. Click the Finish button.

   Avaya Communicator starts and displays the General Settings dialog box.

12. Enter the server settings described in the table below.

13. Click the OK button.

Related links

Getting started on page 13
Server settings on page 15

Server settings

Use the information in the following table to configure the server settings for Avaya Equinox™ for Windows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server IP Address</td>
<td>The IP address of the IP Office system.</td>
</tr>
</tbody>
</table>

Table continues...
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Port</td>
<td>The port number of the IP Office system. The Avaya Communicator client uses port 5060 as the default setting for TCP.</td>
</tr>
<tr>
<td>Transport Type</td>
<td>The transport method used for connection to the IP Office system.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
</tr>
<tr>
<td></td>
<td>- TLS is supported between Avaya Session Border Controller for Enterprise (ASBCE) and Avaya Communicator client with the following limitations:</td>
</tr>
<tr>
<td></td>
<td>- When you enable TLS on Avaya Communicator client, the SIP signalling between ASBCE and Avaya Communicator client is encrypted.</td>
</tr>
<tr>
<td></td>
<td>- In IP Office when you enable TLS on Avaya Communicator client, the Avaya Communicator client does not authenticate the certificate that ASBCE provides.</td>
</tr>
<tr>
<td></td>
<td>For the audio communication to start in SRTP mode, log into Avaya Communicator using the TLS mode.</td>
</tr>
<tr>
<td>Domain</td>
<td>The IP address of your IP Office system.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
</tr>
<tr>
<td></td>
<td>- For multi-node deployments using resiliency, the SIP Domain Name must be the same on all nodes.</td>
</tr>
<tr>
<td>Presence Server IP Address</td>
<td>This field does not apply when Avaya Communicator connects to an IP Office system. Leave this field blank.</td>
</tr>
<tr>
<td>Automatically set to Away</td>
<td>The time after which you want your presence status to be <strong>Away</strong>.</td>
</tr>
</tbody>
</table>

**Related links**

- [Installing the application](#) on page 14

**Installing certificates**

If your administrator decides to use a customized trusted root certificate, you must install the certificate using your browser. Request your administrator to share the trusted root certificate with you.
Installing a trusted root certificate in Chrome

Before you begin
Get the trusted root certificate from your administrator.

Procedure
1. On Google Chrome, navigate to Customize and control Google Chrome > Settings.
2. On the Settings window, navigate to Show advanced settings > Manage Certificates.
3. In the Certificates dialog box, click Trusted Root Certification Authorities.
4. Click Import, and select the trusted root certificate that your administrator has shared with you.

Installing a trusted root certificate in Firefox

Before you begin
Get the trusted root certificate from your administrator.

Procedure
1. On Firefox, navigate to the menu and click Options.
2. In the Options dialog box, navigate to Advanced > Certificates.
3. In the Certificate Manager dialog box, click Import and select the trusted root certificate that your administrator has shared with you.

Installing a trusted root certificate in Internet Explorer

Before you begin
Get the trusted root certificate from your administrator.

Procedure
1. On Internet Explorer, navigate to Tools > Internet Options.
2. In the Internet Options dialog box, navigate to Content > Certificates.
3. In the Certificates dialog box, click Trusted Root Certification Authorities.
4. Click Import, and select the trusted root certificate that your administrator has shared with you.

Browser support for certificates

<table>
<thead>
<tr>
<th></th>
<th>Windows</th>
<th></th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collab</td>
<td>Upload</td>
<td>Collab</td>
</tr>
<tr>
<td>Hostname + With Trusted CA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>IP Address + With Trusted CA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Legend:
- Hostname: Hostname to access Web Collaboration
- IP Address: IP address to access Web Collaboration
- With Trusted CA: Certificate from a trusted signing authority, or added as Trusted Root Certificate
- Collab: Using Collaboration
- Upload: Using document sharing services

About upgrade
You can use Avaya Communicator Release 1.1 Service Pack 4 even if you are configured as a user on IP Office Release 8.1 or IP Office 8.1 Feature Pack 1. However, to use the latest features and capabilities of Avaya Communicator Release 1.1 Service Pack 4 you should upgrade IP Office Release 8.1 or IP Office 8.1 Feature Pack 1 to IP Office Release 9.1.

Related links
Getting started on page 13

Logging into the server
Use this procedure to log in to the Avaya Communicator client.

When you log into the Avaya Communicator client, you can be logged into other Avaya applications that use the same extension number as the Avaya Communicator client, such as a SoftPhone. Although you can log into multiple applications at the same time, doing so affects the availability of voice devices.

Before you begin
You must log into the IP Office system to use the Avaya Communicator client using the following credentials:

- your extension number
- your password

Note:
Your password is assigned by your system administrator for use with Avaya Communicator and is not the same as the login code that you use to access your deskphone.

After you login contact your system administrator for your login credentials.

Procedure
1. Launch the Avaya Communicator client.
   The login dialog box displays.
2. In the **Extension** field, enter your extension number.
3. In the **Password** field, enter your password.
4. Click **Log in**.

**Related links**
- [Getting started](#) on page 13

---

**Auto login**

Avaya Communicator logs in automatically when you start the application. The application attempts to log in automatically in the following conditions:

- When the application starts at Windows login, the application logs in automatically.
- In case of a connection failure, the application attempts to log in when connection is restored.
- In case of a certificate error, the application attempts to log in when certificate is installed or fixed.

Avaya Communicator does not log in automatically if you have logged out of the application. Auto login fails if you have changed the password.

**Related links**
- [Getting started](#) on page 13

---

**Changing the password**

You can change the password for Avaya Communicator.

**About this task**

Do the following to change the password:

**Procedure**

1. Log into Avaya Communicator.
2. Click **Options and Settings > Settings**.
3. Click **Change Password**.
   
   Avaya Communicator displays the password change screen.
4. In the **Current Password** field enter the current password.
5. In the **New Password** field, enter the new password.
6. In the **Confirm Password** field, enter the new password to confirm.
7. Click **Confirm**.

   If the password is changed successfully, then Avaya Communicator displays the message:
Your password is changed successfully. Please login again with the new password.

Related links
Getting started on page 13

Password security rules

Avaya communicator follows certain rules to set a password based on the low, medium, or high level of security settings.

Password security rules for Avaya Communicator for Windows

<table>
<thead>
<tr>
<th>Security Level</th>
<th>Password Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>1. Password length must be between 6 to 31 characters.</td>
</tr>
<tr>
<td>Medium</td>
<td>1. Password length must be between 6 to 31 characters.</td>
</tr>
<tr>
<td></td>
<td>2. The password characters used must include characters from at least 2 of the code point sets listed below. In addition, there should not be any adjacent repeated characters.</td>
</tr>
<tr>
<td></td>
<td>• Lower case alphabetical characters</td>
</tr>
<tr>
<td></td>
<td>• Upper case alphabetical characters</td>
</tr>
<tr>
<td></td>
<td>• Numeric characters</td>
</tr>
<tr>
<td></td>
<td>• Non-alphanumeric characters, for example # or *.</td>
</tr>
<tr>
<td>High</td>
<td>1. Password length must be between 6 to 31 characters.</td>
</tr>
<tr>
<td></td>
<td>2. The password characters used must include characters from at least 3 of the code point sets listed below. In addition, there should not be any adjacent repeated characters.</td>
</tr>
<tr>
<td></td>
<td>• Lower case alphabetical characters</td>
</tr>
<tr>
<td></td>
<td>• Upper case alphabetical characters</td>
</tr>
<tr>
<td></td>
<td>• Numeric characters</td>
</tr>
<tr>
<td></td>
<td>• Non-alphanumeric characters, for example # or *.</td>
</tr>
</tbody>
</table>

Insert content for the first section.

Related links
Getting started on page 13

Configuring the application

Use the information in this section to configure the settings for Avaya Communicator.
Related links

- Getting started on page 13
- Modifying the dialing rules on page 21
- Modifying the Enterprise search settings on page 22
- Modifying the Contacts settings on page 22
- Modifying the audio settings on page 23
- Modifying the video settings on page 23

Modifying the dialing rules

Procedure

1. Click the Settings icon in the Avaya Equinox™ for Windows main screen.
2. In the left pane of the General Settings dialog box, click Dialing Rules.
3. In the Dialing Rules dialog box, complete the fields as appropriate.
4. When finished, click the OK button.

Dialing Rules field descriptions

Use the information in the table below to configure the dialing rules.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Dialing Rules</td>
<td>When you select this field, the Avaya Communicator client applies the specified dialing rules for the calls.</td>
</tr>
<tr>
<td>Number to dial to access an outside line</td>
<td>Digits to dial to access an outside line.</td>
</tr>
<tr>
<td>Your country code</td>
<td>Your country code.</td>
</tr>
<tr>
<td>Your area/city code</td>
<td>Area code or the city code where your telephone server is located.</td>
</tr>
<tr>
<td>PBX main prefix</td>
<td>This field does not apply when Avaya Communicator connects to an IP Office system. Leave this field blank.</td>
</tr>
<tr>
<td>Number to dial for long distance calls</td>
<td>Digits to dial to make a long distance call.</td>
</tr>
<tr>
<td>Number to dial for international calls</td>
<td>International prefix for dialing an international telephone number. For example, in Canada and the United States, the international prefix for dialing international telephone numbers is 011.</td>
</tr>
<tr>
<td>Length of internal extensions</td>
<td>Number of digits that comprise an internal extension.</td>
</tr>
</tbody>
</table>
| Length of national phone numbers (including area/city code) | It is either:
  * number of digits to dial (including area/city code) for a call within your country.
  * supported telephone number lengths separated by a comma for countries with multiple telephone number lengths. |
Modifying the Enterprise search settings

About this task
Use this procedure to configure the Avaya Communicator client to search an Enterprise directory.

Procedure
1. Click the Settings button on the Top bar of the Avaya Communicator client window.
2. In the left navigation pane of the Settings dialog box, click Enterprise Search.
3. On the Enterprise Search page, enter the appropriate information to configure the Avaya Communicator client to search an enterprise directory.
4. When finished, click the OK button.

Enterprise search settings
Use the information in the table below to configure Enterprise search settings for Avaya Equinox™ for Windows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory type</td>
<td>Type of enterprise directory. IP Office supports the following option:</td>
</tr>
<tr>
<td></td>
<td>• Active Directory</td>
</tr>
<tr>
<td>Directory name</td>
<td>Name of the enterprise directory.</td>
</tr>
<tr>
<td>Server address</td>
<td>The server address of the enterprise directory.</td>
</tr>
<tr>
<td>User name</td>
<td>Your user name.</td>
</tr>
<tr>
<td>Password</td>
<td>Your password.</td>
</tr>
<tr>
<td>Search root</td>
<td>The search root for the enterprise directory. An example is ou=people, o=company.</td>
</tr>
<tr>
<td>Server port</td>
<td>The port number. The default value is 389.</td>
</tr>
<tr>
<td>Timeout</td>
<td>The search timeout interval (in seconds). The default value is 100 seconds.</td>
</tr>
<tr>
<td>Max entries</td>
<td>The maximum number of matching entries to display. The default value is 50.</td>
</tr>
<tr>
<td>Active directory GSS bind</td>
<td>Indicates whether Avaya Communicator client uses the login and password of the current user to bind with the Active Directory LDAP server.</td>
</tr>
</tbody>
</table>

Modifying the Contacts settings
Use this procedure to include your Microsoft Outlook contacts in your Personal contacts fan.

Procedure
1. Click the Settings button on the Top bar of the Avaya Communicator client window.
2. In the left navigation pane of the Settings dialog box, click Contacts.
3. On the Contacts page, select Use Microsoft® Outlook® contacts to display your Microsoft Outlook contacts in your Personal contacts fan.

4. Click the OK button.

Modifying the audio settings

About this task

Use this procedure to specify the following settings:

• the microphone the Avaya Communicator client uses.
• the speaker the Avaya Communicator client uses.
• whether the Avaya Communicator client provides ringing on the selected speaker when you receive an incoming call.
• whether the Avaya Communicator client provides ringing on an additional device.

The following USB headsets are supported for using Avaya Communicator:

• Plantronics C620
• Plantronics D100
• Jabra UC Voice 750
• Jabra PRO 9465/9470

Procedure

1. Click the Settings button on the Top bar of the Avaya Communicator client for windows.
2. In the left navigation pane of the Settings dialog box, click Audio.
3. On the Audio page, complete the fields as appropriate. See Audio page field descriptions on page 23 for more information.
4. When finished, click the OK button.

Audio page field descriptions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone</td>
<td>Microphone to be used for a call.</td>
</tr>
<tr>
<td>Speaker</td>
<td>Speaker to be used for ringing and calls.</td>
</tr>
<tr>
<td>Ring on incoming calls</td>
<td>Must be checked to enable ringing on incoming calls. When an incoming call</td>
</tr>
<tr>
<td></td>
<td>arrives, the device you selected in the Speaker drop-down list box rings.</td>
</tr>
<tr>
<td>Ring additional device</td>
<td>Additional device to be used for ringing.</td>
</tr>
</tbody>
</table>

Modifying the video settings

Before you begin

You must be logged out of the server to modify the video settings.

About this task

Use this procedure to specify whether you want to make and handle video calls.
Procedure
1. Log out of the server.
2. Click the Settings button on the Top bar of the Avaya Communicator client window.
3. In the left navigation pane of the Settings dialog box, click Video.
4. On the Video Settings page, complete the fields as appropriate. See Video Settings page field descriptions on page 24 for more information.
5. When finished, click the OK button.

Video settings page field descriptions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable video</td>
<td>Must be checked if you want to make and handle video calls.</td>
</tr>
<tr>
<td>Available camera</td>
<td>Camera to be used for video calls.</td>
</tr>
</tbody>
</table>

Configuring Preferences

Modifying the language settings
You can modify the language settings in Avaya Communicator under Options and Settings

Before you begin
Make sure that you are logged out of Avaya Communicator.

About this task
Use the following procedure to modify the language settings for Avaya Communicator.

Procedure
1. On the Avaya Communicator window, click Options and Settings.
2. Click Settings>Language.
3. From the list of languages, click the language of your choice.
4. Click OK.
   The system displays a pop-up window.
5. Do one of the following:
   • Click Restart Now.
   • Click Restart Later.
   The language settings apply after you restart Avaya Communicator.

Application Modes
You can use Avaya Equinox™ for Windows in hidden mode or in agent mode. To use Avaya Equinox™ for Windows in agent mode, you must log in to Avaya Equinox™ for Windows.
Related links

Activating Agent Mode

Before you begin
Log in to Avaya Communicator.

Procedure
1. On the Avaya Communicator window, navigate to menu > Settings.
2. On the Settings screen, click Preferences.
3. In the Window area, select the Enable Agent Mode check box.
   When you activate the Agent Mode, Avaya Communicator selects the Minimize to the notification area option by default. You cannot edit the setting when the agent mode is active.
4. Click OK.

Related links

Activating Hidden Mode

Procedure
1. On the Avaya Communicator window, navigate to menu > Settings.
2. On the Settings screen, click Preferences.
3. In settings, click Window.
4. In the Window area clear the Enable Agent Mode check box and select one of the following options:
   • Exit the application: The system closes Avaya Communicator.
   • Minimize to the task bar: The system minimizes Avaya Communicator to the task bar.
   • Minimize to the notification area: The system minimizes Avaya Communicator to the notification area.
5. Click OK.
6. To maximize Avaya Communicator, double-click the Avaya Communicator icon (A) in the notification area.

Related links

Accessing contacts
The Allow Access to Contacts check box is related to Avaya Aura Media Messaging Server. This check box is not related to IP Office.
Configuring default programs

About this task
Use this task to configure the default program to make calls.

Procedure
1. To set default programs, click **Set Programs**.
   The application opens **Control Panel** and displays the programs that you can associate with Avaya Communicator.
2. Select the programs that you wish to associate with Avaya Communicator.
3. Click **Save**.

Related links

*Getting started* on page 13

Enabling Auto Start on Windows login

Procedure
To enable auto start, select the **Enable Auto Start on Windows login** check box.

Related links

*Getting started* on page 13
Chapter 3: Managing contacts

Contact types

Avaya Communicator for IP Office uses the contacts from Avaya one-X® Portal for IP Office server. It supports the following types of contacts:

System contacts
System contacts in Avaya Communicator for IP Office are the contacts stored in the system directory of Avaya one-X® Portal for IP Office. Hunt Group entries are included in the System contacts. These contacts are configured by your system administrator and they appear in your contacts fan after you log in to Avaya Communicator. You cannot edit, modify, or delete the contacts in the system directory. However, you can copy a contact from the system directory to your personal directory.

If a connection to Avaya one-X® Portal for IP Office is not available, the System contacts list contains only the names and extensions of IP Office users. Personal contact, presence information, and instant messaging are not available.

Personal contacts
Personal contacts in Avaya Communicator for IP Office are the contacts stored in the personal directory. This is your own directory of names and numbers. You can add a Personal contact from the System contacts list, and you can delete Personal contacts from the Contacts fan in Avaya Communicator. You can edit or modify your Personal contacts from Avaya one-X® Portal for IP Office application.

You can also display your Microsoft Outlook contacts in your Personal contacts list. Microsoft Outlook contacts are listed on their own cards in the Personal contacts fan. If you have the same person listed in both your Microsoft Outlook contact list and your personal directory on Avaya one-X® Portal server, there will be one card for each entry. For example, if you have the home address of a person in your Microsoft Outlook contacts, and the work address of the same person on the Avaya one-X® Portal server, Avaya Communicator will display two cards for that person. To use this feature, you must enable Microsoft Outlook contacts in the Settings > Contacts panel.

If you are using Avaya Communicator in telephony-only mode, personal contacts will list only the Microsoft Outlook contacts if it is enabled.

Enterprise contacts
Enterprise contacts are the contacts in the Enterprise directory that you configured in Avaya Communicator. You can perform an Enterprise search from Avaya Communicator and then add an Enterprise contact to your Personal contact list by clicking the + button on the contact card.
Keyboard shortcuts for Avaya Communicator for Windows

<table>
<thead>
<tr>
<th>Keyboard shortcut</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt + A</td>
<td>Display All Contacts.</td>
</tr>
<tr>
<td>Alt + L</td>
<td>Display Local Contacts.</td>
</tr>
<tr>
<td>Alt + S</td>
<td>Display System Contacts.</td>
</tr>
<tr>
<td>Alt + P</td>
<td>Display Personal Contacts.</td>
</tr>
<tr>
<td>F4</td>
<td>Opens the enterprise directory search.</td>
</tr>
<tr>
<td>F3</td>
<td>Opens the search for Local Contacts.</td>
</tr>
<tr>
<td>X</td>
<td>Clears the search field.</td>
</tr>
<tr>
<td>Esc</td>
<td>Closes the search field.</td>
</tr>
<tr>
<td></td>
<td>This works only when the search field is open.</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Opens the dial pad.</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Opens the dial pad in DTMF mode.</td>
</tr>
</tbody>
</table>

Selecting contacts from the Contact fan

You can select system, personal, local, or enterprise contacts from the contact fan.

Procedure

1. To select a contact from Contact List, click All Contacts.
2. Select System Contacts, Personal Contacts, Local Contacts, or Search Enterprise Directory.

If you select Search Enterprise Directory, type the contact name and press Enter.

Filtering contacts

You can filter the contacts based on the following categories:

- System contacts
- Personal contacts
- Local contacts
- Enterprise directory contacts

About this task

Use the following procedure to filter contacts.
Procedure

1. Click **Contact List**. The contact list expands.
2. Click **All Contacts**.
3. You can filter the contacts in one of the following ways:
   - Click **System Contacts** to filter system contacts.
     The system displays a list of system contacts.
   - Click **Personal Contacts** to filter personal contacts.
     The system displays a list of personal contacts.
   - Click **Local Contacts** to filter local contacts.
     The system displays a list of local contacts.
   - Click **Search Enterprise Directory** to filter enterprise directory contacts.
     The system displays the search field to search for enterprise directory contacts.

Example

Next steps

---

**Adding a contact to Communicator contacts**

You can search for a contact and add it to the Communicator contacts.

**About this task**

Do the following to add a contact to Communicator Contacts.

**Procedure**

1. Click **Search** to search for the contact that you want to add to the Communicator contacts.
2. In the search field, enter the name or number of the contact.
3. Hover the mouse on the contact that you want to add to the communicator contacts
4. Click **Add to Communicator contacts**.
   The contact is added to Communicator contacts.

---

**Changing the first name and last name display order**

**About this task**

Use this task to change the order in which the first names and last names are displayed.
Procedure

1. Navigate to **Options and Settings > Settings > Contacts**.
2. In the Display name field, select one of the following options:
   - First, Last
   - Last, First
3. Click **OK**.
   The order of first name and last name is changed.

⚠️ **Note:**

Only the local contacts and enterprise contacts will be displayed. Personal contacts and system contacts are not displayed in the selected order.

---

### Locating Enterprise contacts

**Before you begin**

You must configure the search settings for enterprise contacts. See [Configuring the application](#) on page 20 for more information.

**Procedure**

1. Click **Contact List**.
2. Click **Search Enterprise Directory**.

   The system displays an empty contact fan with a text box.

3. To start the search, in the text box, type the name of the contact and press **Enter**.

   Avaya Communicator searches the enterprise database for the surname, common name, and given name of the contact. The contact card displays the surname and given name of the contact.
Chapter 4: Managing status information

Managing status information

The Avaya Communicator client allows you to set information about your own availability and view information about the availability of your contacts.

Status indicators

Contact status:

When your contacts log in to your corporate network, they can set their status and enter a status message. The contact card displays the Presence states along with other options available for user.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presence icon</td>
</tr>
<tr>
<td>2</td>
<td>Voice Call icon</td>
</tr>
<tr>
<td>3</td>
<td>Video Call icon</td>
</tr>
<tr>
<td>4</td>
<td>Instant Messaging icon</td>
</tr>
<tr>
<td>5</td>
<td>More icon</td>
</tr>
</tbody>
</table>

Instant messaging status:

The contact card uses the following icons to indicate the instant messaging status of the selected contact. The icons show a federated presence status from other instant messaging systems, such as Pidgin. Avaya Communicator updates the status shown on the contact card whenever there are status changes in these clients. The length of time it takes for the updated status to display on Avaya Communicator depends on the client that you use, and the speed of the network connection. Status changes can take from 3 seconds to 60 seconds to display.
When users of other instant messaging systems, such as Pidgin, set their presence to Away, Avaya Communicator displays this icon with the status of Unavailable.

<table>
<thead>
<tr>
<th>Presence icon</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>Available</td>
</tr>
<tr>
<td>🔔</td>
<td>Busy</td>
</tr>
<tr>
<td>🔴</td>
<td>Unavailable</td>
</tr>
<tr>
<td>○</td>
<td>Offline</td>
</tr>
</tbody>
</table>

### Setting your availability

Use this procedure to set your presence status (availability). Your presence status is displayed to other users who track your presence.

**About this task**

When you set your presence to Offline, you do not receive updated instant messaging and XMPP presence status updates from your contacts. To receive these updates, you must set your presence to Available, Busy, or Unavailable.

**Procedure**

On the Top bar, click in the presence area and choose a setting:

- **Available**
- **Busy** — When you select Busy, your phone is automatically set to Do Not Disturb (DND).
- **Unavailable** — This status corresponds to the Away status in other Avaya clients, such as Avaya one-X® Portal.
- **Offline**.

**Related links**

- Managing status information on page 31

### Changing your status message

**About this task**

Use this procedure to specify a custom presence status message. For example, if you are busy until 2 pm and do not want to be disturbed, you can enter the custom presence status message.
Busy until 2 pm. If you specify a custom presence status message and set your presence to be automatically updated, the custom presence status message will be displayed.
Your presence status message is displayed to other users who track your presence.

Procedure

1. Click your extension number on the Top bar.
   The Presence panel appears.
2. To clear the contents of the Status Message box, click X.
3. Enter your new message in the Status Message box.
4. When finished, press the ENTER key on your PC keyboard.

Related links
Managing status information on page 31
Chapter 5: Making calls

Authorization code and Account code

Authorization code
If you are an authorized user, then you can make a restricted call from any extension without first having to log in to that extension and then log out after the call. Contact your system administrator for an authorization code.

Example
If you are an authorized user, dial the number of the person you want to call, when the system plays a tone, enter the authorization code followed by #. The system establishes a call between you and the contact only if the authorization code is valid.

Account code
The administrator of IP Office system sets an account code to control cost allocation and restrict out-going call. You may be prompted to enter the account code even for an incoming call, the system triggers account code automatically by matching the Caller ID stored with the account code. Contact your system administrator for an account code.

Example
Dial the number of the person you want to call, when the system plays a tone enter the account code followed by #. The system establishes a call between you and the contact only if the account code is valid.

🎉 Note:
If your system administrator has set both authorization code and account code for you to make an external call, then after you dial the external number, you must enter the authorization code and then the account code.

Voice calls
This section provides information about making voice calls using the Avaya Communicator client.

🎉 Note:
You can also make voice calls from Microsoft Office Outlook plug-in, Call assistant, one-X Portal, thin client, or Avaya Contact Center, by using the same extension and password to login that you used in the Avaya Communicator client.
Making a voice call using the dialpad

Procedure

1. To open the dialpad, click **Call** on the conversation setup stage.
2. Using the dialpad, enter the telephone number.
3. Click the green **Call** button on the dialpad.

   The call appears in the conversation setup stage. A card displaying the name or telephone number of the caller and picture (if available) appears in the conversation setup stage. When the call is answered, the top of the conversation setup stage displays the call timer.

Related links

Voice calls on page 34

Making a call from a contact card

Before you begin
Open the Avaya Equinox™ for Windows client.

Procedure

1. On the top bar, click **Contact List**.
2. From the contacts fan, select the contact card.
3. Drag the contact card onto the conversation setup stage and release it.
4. Click **Call**.

   The system dials the primary number for this contact.

   The call displays in the conversation setup stage. The system also displays a card with the contact name or telephone number and picture, if available, in the conversation setup stage. When the call is answered, the top of the conversation setup stage displays the call timer.

Related links

Voice calls on page 34
Making a call from a call history record

Before you begin
Open the Avaya Equinox™ for Windows client.

Procedure

1. On the top bar, click **History List**.
2. From the History fan, select the history card of the contact that you want to call.
3. Drag the history card onto the conversation setup stage and release it.
4. Click **Call**.

   The system dials the previously dialed telephone number for this contact.

Related links
- [Voice calls](#) on page 34

Making a voice call from an instant message

Procedure

To make a voice call from an existing instant messaging session, perform one of the following steps:

- On the instant messaging panel, click **Call**.
- Click **IM** on the top bar, and then click **Call** on the appropriate instant messaging card.
- Click **IM** on the top bar, drag the appropriate instant messaging card onto the conversation setup stage, release it, and then click **Call**.
- Click **IM** on the top bar, drag the appropriate instant messaging card onto the conversation setup stage, release it, right-click on the card and select **Call**. To display the contact telephone numbers, click the telephone number you want to dial, and then click **Call**.
- Click **IM** on the top bar, right-click **Call** on the appropriate instant messaging card to display the associated telephone numbers, and then select the telephone number you want to dial.

The call appears in the conversation setup stage. A card displaying the caller name or telephone number and picture, if available, appears in the conversation setup stage. When the call is answered, the top of the conversation setup stage displays the call timer.

Related links
- [Voice calls](#) on page 34
Video calls

This section provides information about making video calls using the Avaya Communicator client.

Related links
Making a video call from the dialpad or number input field on page 37
Making a video call from a contact card on page 37
Making a video call from a history record on page 38
Making a video call from an instant message on page 39

Making a video call from the dialpad or number input field

About this task
You can make video calls to any contact.

Note:
You can make a video call to a contact even if that contact is not logged in on a video enabled device. However, the system does not provide a video path in such calls.

Procedure
1. In the conversation setup stage, click New conversation +.
2. Place your cursor in the Dialpad field and type the telephone number.
3. On the conversation setup stage, click Video.

   The call appears in the conversation setup stage. A card displaying the caller name or telephone number and picture (if available) appears in the center conversation setup stage. When the call is answered, a call timer displays at the top of the conversation setup stage.

   The Video window also appears. If the caller is transmitting a video, the Video window displays a video when the call is answered. The Video window also displays the caller name, number, and call timer.

   If you were active on a call when you clicked the Video button, the system places your existing call on hold and moves it off the conversation setup stage.

Related links
Video calls on page 37

Making a video call from a contact card

Use this procedure to initiate a video call from a contact card.
About this task

If the contact information does not include a phone number, the Video button on the contact's card is disabled.

Procedure

1. On the top bar, click Contacts.
2. From the Contacts fan, select the appropriate contact card.
3. Perform one of the following steps:
   • To dial the primary telephone number for a contact, on the contact card, click Video.
   • Drag the contact card onto the conversation setup stage, release it, and click Video. The primary telephone number for this contact is dialed.
   • Drag the contact card onto the conversation setup stage, release it, right-click the card and select Call. To display the contact telephone numbers, click the telephone number you want to dial, and then click Video.
   • On the contact card, right-click Video to display the contact telephone numbers, and then click the telephone number you want to dial.

The call appears in the conversation setup stage. A card displaying the caller name or telephone number and picture, if available, appears in the conversation setup stage. The top of the conversation setup stage displays the call timer.

The Video window also appears. When the caller answers, the Video window displays a video from the calling party (if that party is transmitting a video).

If you were active on a call when you clicked Video, the system places your existing call on hold and moves it off the conversation setup stage.

Related links

Video calls on page 37

Making a video call from a history record

About this task

You can make video calls to any contact in the history record.

Procedure

1. On the top bar, click History.
2. From the History fan, select the appropriate history card of the person you want to call.
3. Perform one of the following steps:
   • To dial the previously dialed telephone number for a contact, on the selected history card, click Video.
   • To dial the previously dialed telephone number for a contact, drag the history card onto the conversation setup stage, release it, and click Video.
• To display the contact telephone numbers, including the previously dialed telephone number, drag the history card onto the conversation setup stage, release it, right-click the card and select Call. Click the telephone number you want to dial, and then click Video.

• To display the contact telephone numbers, including the previously dialed telephone number, on the history card, right-click Video, and then click the telephone number you want to dial.

The call appears in the conversation setup stage. A card displaying the caller name or telephone number and picture, if available, appears in the conversation setup stage. The top of the conversation setup stage displays the call timer.

The Video window also appears. When the call is answered, the Video window displays video from the calling party (if that party is transmitting a video).

If you were active on a call when you clicked Video, the system places your existing call on hold and moves it off the conversation setup stage.

Related links
Video calls on page 37

---

**Making a video call from an instant message**

**About this task**

You can make video calls to any contact from an instant message session.

**Procedure**

To make a video call from an existing instant messaging session, perform one of the following steps:

• To dial the primary telephone number for a contact, on the appropriate instant messaging card in the Instant Messaging fan, click Video.

**Note:**

If there are no existing conversations, click the dialpad and type the number.

• To dial the primary telephone number for a contact, drag the appropriate instant messaging card onto the conversation setup stage, release it, and then click Video in the conversation setup stage.

• To display the contact telephone numbers, drag the appropriate instant messaging card onto the conversation setup stage, release it, right-click the card and select Call. Click the telephone number you want to dial, and then click Video in the conversation setup stage.

• To display the associated telephone numbers, right-click Video on the appropriate instant messaging card, and then select the telephone number you want to dial.

The call appears in the conversation setup stage. A card displaying the name or telephone number of the caller and a picture, if available, appears in the conversation setup stage. The call timer displays at the top of the conversation setup stage.
Making calls

The Video window also appears. When the caller answers, the Video window displays the video from the calling party (if that party is transmitting video).

If you were active on a call when you clicked the Video button, the system places your existing call on hold and moves it off the conversation setup stage.

Related links

Video calls on page 37
Chapter 6: Handling calls

About handling calls

This section provides information about the call controls available in Avaya Communicator. Use the procedures in this section to handle active calls.

When you log into Avaya Communicator, you can be logged into other Avaya applications that use the same extension number as the Avaya Communicator client, such as a softphone or Avaya one-X® Portal. If you are logged into Avaya one-X® Portal while you are logged into Avaya Communicator from the same extension number, the status of an active call may not be shown in both applications. For example, if you use Avaya Communicator to answer a call and then place the call on hold, Avaya one-X® Portal may not indicate that the current call is on hold.

Avaya Communicator supports simultaneous mode. You can log into the soft phone and the hard phone at the same time.

Related links

- Answering a call on page 42
- Enabling the auto-answer feature on page 42
- Ignoring an incoming call on page 43
- Placing a call on hold on page 43
- Resuming a call that is on hold on page 43
- Muting a call on page 44
- Unmuting a call on page 44
- Entering digits during a call on page 44
- Hanging up a call on page 44
- Adjusting the volume on page 45
- Turning off ringing for all incoming calls on page 45
- Transferring a call on page 46
- Pausing a video call on page 46
- Resuming a paused video call on page 47
Answering a call

About this task
When you receive a call, the incoming call panel appears, displaying the Answer and Ignore buttons with an image of the caller, if one is available. The panel shows the extension number of the caller, along with an image of the caller, if one is available.

If you are already active on a call, and you answer an incoming call, the current call is put on hold. The call that you just answered appears in the conversation setup stage.

Note:
If there is an active call that you have not answered in the Avaya Communicator client, that call appears in the conversation setup stage. You can answer or join the call by clicking Answer in the conversation setup stage. See Button descriptions on page 11 for more information.

Procedure
To answer a call, click Answer.

The call appears in the conversation setup stage. A card displaying the caller name or telephone number and picture (if available) appears in the conversation setup stage. The top of the conversation setup stage displays the call timer.

Related links
About handling calls on page 41

Enabling the auto-answer feature
Avaya Communicator supports an auto-answer feature. You can enable or disable the auto-answer feature.

About this task
Use the following procedure to enable the auto-answer feature.

Procedure
1. On the Avaya Communicator window, click Features.
2. In the Features call out, click Auto-answer.

Note:
To disable the auto-answer feature, clear the Auto-answer check box.

The Features icon glows and Avaya Communicator displays a message: Auto-answer is ON.
Ignoring an incoming call

About this task
Use this procedure to disable ringing for an incoming call.

Procedure
To ignore an incoming call, click the Ignore button for the call.
Ringing stops for this call.

Related links
About handling calls on page 41

Placing a call on hold

Procedure
To place a call on hold, click Hold for the call.
The Hold button turns blue.

*Note:
The Avaya Equinox™ for Windows client disables the End, Mute, and dialpad buttons when you place a call on hold. Click || to enable these buttons and resume the call.

Avaya Equinox™ for Windows does not support the call hold timeout feature.

Related links
About handling calls on page 41

Resuming a call that is on hold

Procedure
To resume a call that is on hold, perform one of the following steps:
• If the call you want to resume is already in the conversation setup stage, click Hold.
• If the call you want to resume is not in the conversation setup stage, click the conversation setup stage for that call. Click Hold.
Handling calls

Note:
The system does not display an incoming call alert until you are on another call. The system does not forward the call to a different destination or to your voicemail.

Related links
About handling calls on page 41

Muting a call
Procedure
To mute a call, click Mute for the call.
The Mute button turns blue.

Related links
About handling calls on page 41

Unmuting a call
Procedure
The Mute button works as a toggle. To unmute a call that is on mute, click the Mute button.

Related links
About handling calls on page 41

Entering digits during a call
Procedure
1. To select the keypad, click Keypad.

   Note:
   When a call is on hold, the system disables the keypad.

2. Click the digits you require to enter.
3. When finished, click Close at the top of the keypad.

Related links
About handling calls on page 41

Hanging up a call
**Procedure**

To hang up a call, click the **End** button for the call.

**Related links**

[About handling calls](#) on page 41

---

**Adjusting the volume**

**About this task**

Use this procedure to adjust the volume of the audio device you are using with the Avaya Equinox™ for Windows client.

[![Note:](#)](#)

You can also adjust the volume from your PC. However, when you adjust the volume from your PC, the volume change is not reflected accurately on the volume slider in the Avaya Equinox™ for Windows client.

**Procedure**

1. To adjust the volume, on the top bar, click **Options and Settings**.
2. On **Volume**, perform one of the following steps:
   - Move the slider to the right to increase the volume.
   - Move the slider to the left to decrease the volume.

**Related links**

[About handling calls](#) on page 41

---

**Turning off ringing for all incoming calls**

**About this task**

If you turn off ringing, the Avaya Equinox™ for Windows client will not provide an audible “ringing” alert when you receive calls.

**Procedure**

1. On the top bar, click **Options and Settings**.
2. In the left pane of the **Settings** dialog box, click **Audio**.
3. Clear the **Ring on incoming calls** check box to mute ringing on all incoming calls. By default, this check box is selected so that Avaya Equinox™ for Windows client provides an audible “ringing” alert when you receive calls.
4. When finished, click the **OK** button.

**Related links**

[About handling calls](#) on page 41
Transferring a call

You can transfer a voice call to another contact after consulting the contact.

🌟 Note:

IP Office release 8.1 FP1, 8.1 FP1 service pack and 9.0 releases do not support transfer of a video call.

About this task

Do the following when you receive or make a voice call to a contact and if you want to transfer the call to a different contact:

Procedure

1. Call the contact to whom you want to transfer the call.
2. Drag the contact card of the contact over the contact card to whom you want to transfer the call.
   
   The system displays a pop up screen with a message asking if you would like to transfer the call.
3. Click Transfer.

🌟 Note:

To cancel the transfer process, click Cancel.

The system displays the transfer of the call in process.

Related links

- About handling calls on page 41
- Placing a call on hold on page 43

Pausing a video call

About this task

When you pause a video call, the Avaya Communicator client stops transmitting your video to the other party.

🌟 Note:

When a video call is paused, the other party can still hear audio from you.

Procedure

To pause a video call, click the Hold button at the bottom of the Video window for the call.

The Hold button turns blue. The mute and camera buttons are unavailable.
Resuming a paused video call

Use this procedure when you want to resume a video call that is paused.

Procedure

To resume transmitting a video for a paused video call, click the blue Hold button at the bottom of the Video window.

Related links

About handling calls on page 41
Chapter 7: Conferencing

You can initiate the following types of audio conference call:

- **Meet Me conference** — To initiate a Meet Me conference you need a Meet Me conference short code.
- **Adhoc conference** — To initiate an Adhoc conference you need to establish two calls.

The following figure shows an active conference call with two contacts:

![Conference Call Example](image1)

The following figure shows the moderator controls:

![Moderator Controls Example](image2)
Conferece tab

The following figure shows the components of the Conference tab of Avaya Equinoxd for Windows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter button</td>
<td>Allows you to switch participant views. The options are:</td>
</tr>
<tr>
<td></td>
<td>• All participants currently in the conference.</td>
</tr>
<tr>
<td></td>
<td>• Participants in collaboration.</td>
</tr>
<tr>
<td></td>
<td>• Users dropped from the call.</td>
</tr>
<tr>
<td>Sort button</td>
<td>Click this button to rearrange the organization of participants listed.</td>
</tr>
<tr>
<td>List of participants</td>
<td>Shows the list of participants in the conference. You can use the Sort button to reorganize the list, and the Filter button to view a specific group of participants.</td>
</tr>
</tbody>
</table>

Table continues…
### Merging two existing calls into a conference

#### Before you begin
The service URI to access an Adhoc conference must be configured.

#### Procedure

1. Make sure the two calls you want to merge are in the Avaya Equinox™ for Windows client.
2. Drag the card of the active call and drop it over the held call, or drag the card of the held call and drop it on the active call.
3. Click the **Merge** button.

#### Related links
- [Conferencing](#) on page 48

### Starting an Adhoc conference

#### Before you begin
The server certificates must be installed in Trusted Root Certification Authority. The Conference Factory URI must be set properly for the Avaya Equinox™ for Windows client.

#### Procedure

1. Make a call to a contact.
2. Place the call on hold.
3. Make a call to another contact.
4. Drag the card of the contact you want to include in the conference and drop it onto the conversation setup stage.

   The system displays the following options:

   - **Merge**
5. Click **Merge**.

Repeat Step 4 for each contact you want to include in the conference.

**Result**
The system merges the calls into an adhoc conference.

**Related links**
[Conferencing](#) on page 48

---

**Adding an existing call to an Adhoc conference**

**Before you begin**
Make sure the two calls you want to merge are in Avaya Communicator client.

**Procedure**

1. Drag the card of the active call and drop it on the conversation setup stage of the call on hold.
   
   You can also drag the card of the call on hold and drop it on the conversation setup stage of the active call.

2. Click the **Merge** button.

   ✪ **Note:**
   
   You can add an existing call to the Adhoc conference from Microsoft Outlook plug-in, Call assistant, one-X Portal, thin client, or Avaya Contact Center by using the same extension and password to login that you used in the Avaya Communicator client.

   The system adds the participants of the existing call in the conference.

**Related links**
[Conferencing](#) on page 48

---

**Starting a Meet Me conference**

You can initiate or join a specific conference by using a conference ID number.

✪ **Note:**

The extension number of the user is the Conference ID number in a Meet Me conference.
Before you begin

• You need to have a Meet Me conference short code. Contact your system administrator to get the short code that is configured on your communication system. For example, if the short code is *66*N#, where N is the extension number of the user.
• The server certificates must be installed in Trusted Root Certification Authority.

Procedure

1. Click Call under the conversation setup stage to open the dialpad.
2. In the dialpad, enter your extension number and #
3. Click the Call button on the dialpad.

Result

The system displays the participants who have called into the conference in the conversation setup stage.

Related links

Conferencing on page 48

Accessing Web Collaboration through Avaya Equinox™ for Windows

Before you begin

• Your administrator must enable Web Collaboration for you.
• To view the Web Collaboration icon, you should first dial into the meet-me conference using the meet-me short code. The default short code is *66*NNNN#, where NNNN is the extension number of the moderator.

Procedure

In the Avaya Communicator window:

• To start a web collaboration session as the conference owner, click the Web Collaboration icon.

• To join web collaboration session as a participant, click the Collaboration is available pop-up window.
Note:
The Collaboration is available pop-up window is displayed only when the conference owner starts a web collaboration session.
The Web Collaboration session starts in a separate window.

Related links
Conferencing on page 48

---

Adding a participant to a conference

Before you begin
Start a Meet Me conference.

Procedure
Perform one of the following steps:

• To add one of your contacts to the conference:
  a. Click the Contacts tab on the top bar.
  b. From the Contacts fan, drag the card of the contact you want to add in the conference and drop the card onto the conversation setup stage of the conference.

• To dial the number of the person you want to add to the conference:
  a. Click the More button for this call to access the Moderator Controls tab.
  b. On the Moderator Controls tab, click the Add button.
  c. Use the dialpad to enter the telephone number.
  d. Click the Call button on the dialpad.

• To add a participant from a history card to the conference:
  a. Click the History tab on the top bar.
  b. From the History fan, drag the history card of the person you want to add to the conference and drop the card onto the conversation setup stage of the conference.

• To add a participant from an instant messaging card to the conference:
  a. Click the IM tab on the top bar.
  b. From the IM fan, drag the instant messaging card of the person you want to add to the conference and drop the card onto the conversation setup stage of the conference.
Result
The system adds the person to the conference and displays the contact card of the person you added in the conversation setup stage.

Related links
Conferencing on page 48

---

Dropping a participant from a conference

About this task
You cannot drop a participant who is yet to join the conference. You can drop a participant from a conference only if the participant has already joined the conference or the call of the participant into the conference is in progress.

Procedure
1. In the conversation setup stage of the conference, click the card of the participant you want to drop.
2. Perform one of the following:
   • Press DELETE on your keyboard.
   • Right-click the card, and select Drop from call.
   • Click the More button to access the Moderator controls tab, and then click the Drop button.
   • On the Conference fan, right-click the card of the participant you want to drop, and select Drop.

Result
The system drops the participant from the conference and does not display the contact card on the conversation setup stage of the conference.

Related links
Conferencing on page 48

---

Calling a participant who dropped from the conference

About this task
Use this procedure to call a participant who dropped from the conference or never connected to the conference.
Procedure

1. Click the Conference tab on the top bar.
2. At the bottom of the Conference fan, click the Disconnected Participants button.
   The Conference fan displays a card for each participant who dropped from the conference or never connected to the conference.
3. On the Conference fan, right-click the card of the participant you want to call, click Call from the menu, and select the telephone number you want to dial.

Result

The system calls the selected participant and invites that person to join the conference.

Related links

Conferencing on page 48

Ending a conference

About this task

If you are the moderator of a conference and you end a conference using the End button on the conversation setup stage of the conference, the conference does not end immediately for all participants. If you disable the Conference Continuation feature (the default setting), the system plays a hold tone for the participants of the conference after the moderator drops from the conference. If you enable the Conference Continuation feature, the conference continues indefinitely after the moderator drops. The system does not end the conference until all participants drop from the call. For more information about the Conference Continuation feature, see Turning the conference continuation feature on/off on page 59.

Note:

If you are the moderator of a conference and you end a conference using the End Call for Everyone button in the Moderator Controls panel, the conference ends immediately.

Procedure

Perform one of the following:

• To end the conference, click the End button for the call.
• To end the conference immediately, perform the following:
  a. Click Conference for the conference call to access the Moderator Controls panel.
  b. Click Moderator Controls > End Call for Everyone

Related links

Conferencing on page 48
Muting a participant in a conference

Before you begin
You can mute a participant in a conference only if you are the moderator of the conference.

About this task

🌟 Note:
Even if the moderator mutes a participant in a conference, the participants can unmute themselves.

Procedure
Perform one of the following steps:

• On the Conference fan, right-click the card of the participant you want to mute, and select Mute.

• On the conversation setup stage of the conference, right-click the card of the participant you want to mute, and select Mute.

• Perform the following steps:
  a. On the conversation setup stage of the conference, click the card of each participant you want to mute.
  b. On the conversation setup stage of the conference, click More.
  c. On the Moderator Controls tab, click Mute.

To unmute a participant, click Unmute.

Result
The system displays a check to indicate that the audio is muted for a participant. The system also displays the mute icon on the card of the participant in both the conversation setup stage of the conference and the Conference fan to indicate that the audio is muted for this participant.

Related links
Conferencing on page 48

Muting all participants in a conference call

Before you begin
You must be the moderator of the conference.

🌟 Note:
If the conference is in lecture mode and all participants are muted, the participants can only listen to the moderator. They are cannot unmute themselves.
Procedure
1. On the conversation setup stage of the conference, click Conference.
2. Click Moderator Control > Mute All.
   To unmute the audio for the conference, click Unmute All.

Related links
Conferencing on page 48

Viewing the participants who dropped from a conference

About this task
Use this procedure to view the list of participants who dropped from the conference, never connected to the conference, or failed to join the conference.

Procedure
1. Click Conference on the top bar.
2. At the bottom of the Conference fan, click Disconnected Participants.

Result
The Conference fan displays a card for each participant who dropped from the conference, never connected to the conference, or failed to join the conference.

Related links
Conferencing on page 48

Promoting a participant as the moderator in a conference

Before you begin
You must be the moderator of the conference.

About this task
Use this procedure to promote a participant to moderator in a conference. There can only be one moderator in a conference. When you promote a participant to moderator, you lose your moderator privileges.

Procedure
Perform one of the following steps:
• On the Conference fan, right-click the card of the participant you want to promote to moderator, select Moderator, and click OK.
• On the conversation setup stage of the conference, right-click the card of the participant you want to promote to moderator, select Moderator, and click OK.
• Perform the following steps:
  a. On the conversation setup stage of the conference, click the card of the participant you want to promote.
  b. On the conversation setup stage of the conference, click More.
  c. On the Moderator Controls tab, click Promote.
  d. Click OK.

Result
The system displays the moderator icon on the card of the participant you selected.

Related links
Conferencing on page 48

Locking a conference call

Before you begin
You must be the moderator of the conference.
You must be in a Meet Me conference.

About this task
If you are the moderator of a conference, you can lock the conference to prevent new participants from joining the call. When a conference is locked, the moderator can continue to add participants to the conference. After the you unlock the conference, the participants can join the call.

Procedure
1. On the conversation setup stage of the conference, click Conference.

2. Click Moderator Controls > Lock Call to lock the conference.
   Click Lock Call to unlock the conference.

Related links
Conferencing on page 48

Turning the lecture mode on/off

Before you begin
You must be the moderator of the conference.
About this task
When the Lecture mode feature is enabled, all participants in the conference are muted. The participants can only listen to the moderator, and they cannot unmute themselves. The system also displays a badge to indicate lecture mode.

Procedure
1. On the conversation setup stage of the conference, click Conference.
2. Click Moderator Controls > Lecture Mode to toggle Lecture mode on and off.

Related links
Conferencing on page 48

Turning the Conference Continuation feature on/off

Before you begin
You must be the moderator of the conference.

About this task
Use this procedure to determine what happens to the current conference when you are the moderator of the conference and you drop from the conference. When the Conference Continuation feature is enabled, the conference will remain active after the moderator drops. When the Conference Continuation feature is disabled, the system plays a hold tone after the moderator drops from the call.

Procedure
1. On the conversation setup stage of the conference, click Conference.
2. Click Moderator Controls > Continuation to toggle the Conference Continuation feature on and off.

Related links
Conferencing on page 48

Turning the Entry and Exit Tones feature on/off

Before you begin
You must be the moderator of the conference.

About this task
If you enable the Entry and Exit Tones feature, the system plays a tone when a participant joins or leaves the conference.
Procedure

1. On the conversation setup stage of the conference, click Conference.
2. Click Moderator Controls > Entry Tones to toggle this feature on and off.

Related links
Conferencing on page 48
Chapter 8: Voicemail

Accessing voicemail using short code

The system displays the number of unread voicemails when you have new voicemails in a badge over the Message Waiting Indicator. Use this procedure to collect voicemail messages by dialing a short code from the Avaya Communicator client dialpad.

Before you begin

This feature is available only if the system administrator has configured a short code on the IP Office system to enable this feature. Check with your system administrator to see if this feature is available. If so, your system administrator can provide the short code that you need.

Procedure

1. On the dialpad, enter the short code (for example, *17) to connect to the IP Office voicemail system.
2. Follow the prompts to hear your voicemail messages.

Related links

Entering digits during a call on page 44

Accessing voicemail using Message Waiting Indicator

The system displays the number of unread voicemails when you have new voicemails in a badge over the Message Waiting Indicator. Use this procedure to listen to your voicemail messages.

About this task

To listen to your unread voicemail messages:

Procedure

1. Click Message Waiting Indicator.
   The system initiates a voice call.
2. Follow the prompts to listen to your voicemail messages.

Related links

Entering digits during a call on page 44
Chapter 9: Using instant messaging

Starting a new Instant Messaging session

Before you begin
Open the Avaya Equinox™ for Windows client.

Procedure

1. Perform one of the following steps:
   • Drag the contact card onto the conversation setup stage, release it, and click IM.
   • On the contact card, click IM.
   • To display the IM addresses of the contact, on the contact card, right-click IM, and then click the IM address you require to use.

2. In the Instant Messaging window, type your message and click Send.

   The Instant Messaging window compresses to an instant messaging card that appears under the IM tab. The instant messaging card displays the last instant message you sent to that contact.

Note:
The system does not end the instant messaging session with the contact.

Resuming an Instant Messaging session

Before you begin
Open the Avaya Equinox™ for Windows client.

Procedure

Perform one of the following steps:

• Click the IM tab and then click the instant messaging card of the contact.
• Click the Contacts tab, select the contact, and then click IM on the contact card.
• Click the Call History tab, select the contact, and then click IM on the contact card.
Ending an Instant Messaging session

Procedure
To end an instant messaging session, click the IM tab and on the instant messaging card of that contact, click Leave conversation.

Sending an instant message to a contact on a call

Procedure
1. In the conversation setup stage, click IM.
   The system displays the instant messaging panel.
2. In the Instant Messaging window, type your message.
3. Click Send.

Viewing an instant message

About this task
IP Office An instant messaging card for this contact is also added to the Instant Message fan.

🌟 Note:
If you receive an instant message from a contact who has added you to their contact list, but you have not added them to your contact list, the name of the contact does not display in the Instant Message window. Instead the instant messaging address of the contact is shown.

Procedure
1. To view an instant message, click the IM tab on the Top bar, and then click on the appropriate instant messaging card.
   The instant messaging card displays the last message sent or received during this instant messaging session.
2. To view all of the messages in this instant messaging session, double-click on the instant messaging card.
   The Instant Message window appears and displays all of the messages in the selected instant messaging session.
3. To end this instant messaging session, click the X button on the instant messaging card, and then click the OK button.
Chapter 10: Managing history records

About history records

Avaya Communicator displays history records for calls and instant messaging sessions.

Call history records

A maximum number of 30 history records for each call type can be stored in the call history log. For example, the call history stores 30 missed calls, 30 incoming calls, and 30 outgoing calls.

Once the maximum number of history records are stored, the oldest history record is deleted to store a new history record. A history record is generated each time a call is made, received, or missed while you are logged into the server with Avaya Communicator client. A number appears on the Call History tab to indicate the number of missed calls.

Each history record displays the following:

- an image of the contact
- the name or number of the party
- the date and time
- the duration of the call
- missed calls, indicated by an x
- incoming calls, indicated by a down arrow
- outgoing calls, indicated by an up arrow

Call history records do not support the following functions:

- adding the contact from the Call History to the Personal directory
- deleting Call History records

Instant messaging history records

Avaya Communicator maintains a history of your instant messaging sessions while you are logged in. When you log out of Avaya Communicator, your instant messaging history is cleared. You can delete the history of individual sessions.

Each history record displays the following:

- an image of the contact
- the name of the contact
• the time of the last message

**Icons in history records**

The history records provide buttons that allow you to communicate with the selected contact. The table below lists the functions available.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Voice Call Icon](voice-call-icon.png) | Use this icon to initiate a voice call to the contact.  
When you click the icon, Avaya Communicator dials the primary number for the contact; the primary number is the work number configured in Avaya one-X® Portal.  
Right-click on the phone icon to see the telephone numbers for the contact. If the contact has multiple phone numbers, you can select which one you want to call. |
| ![Video Call Icon](video-call-icon.png) | Use this icon to initiate a video call with the contact.  
Right-click the video icon in order to see the video call number for the contact. If the contact uses multiple video clients, the system displays a list of address and you can select which one you want to use. |
| ![Chat Icon](chat-icon.png) | Use this icon to initiate a chat session with the contact.  
Right-click on the chat icon in order to see the instant messaging address for the contact. If the contact uses multiple instant messaging clients, a list of address displays and you can select which one you want to use. |

**Related links**

- Viewing call history records on page 65
- Viewing instant message history on page 66

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**Viewing call history records**

You can use Avaya Communicator to view call history records. When you use Avaya Communicator, it accesses the call history records from Avaya one-X® Portal. If you are using Avaya Communicator with telephony-only features, application-level call logs are available.

**Procedure**

1. On the top bar, click **History List**.
   
The system displays Call History and the history records of all your calls in a chronological order showing the most current record first.
   
The call history panel displays the history records with details such as, the Avataar, Name, Number of Calls, Date of Call, Time of Call, and duration of call. You can filter the history records using **All Calls**, **Missed Calls**, **Incoming Calls** or **Outgoing Calls**.
   
2. To return a missed call, place the mouse pointer on the call record and click **Call** or **Video call**.
Related links

About history records on page 64

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Viewing instant message history

When you are logged in to Avaya Communicator, it maintains a history of your instant messaging sessions. Use this procedure to view your instant messaging history.

Procedure

1. On the top bar, click **Instant Message**.

   The system displays the Instant Message fan and the history of all your chat sessions in a chronological order showing the most current record first.

2. Choose one of the following options:
   - To resume the session, drag the history entry onto the conversation setup stage and release it.
   - To delete the selected history, click **X Cancel**.

   ⭐ **Note:**

   When you log out of Avaya Communicator, history records for all instant messages are cleared.

Related links

About history records on page 64
Chapter 11: Troubleshooting

## Error messages

The table below lists the error messages that the system displays on the Avaya Communicator interface.

<table>
<thead>
<tr>
<th>Error message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presence and IM will be unavailable.</td>
<td>Presence and instant messaging are not available due to an error connecting to Avaya one-X® Portal server. Click <strong>OK</strong> to continue using Avaya Communicator.</td>
</tr>
<tr>
<td>Unable to connect to Avaya one-X® Portalserver. Personal contacts, presence, and IM will be unavailable.</td>
<td>A network or server error is preventing Avaya Communicator from connecting with the Avaya one-X® Portal server. Personal contacts, presence, and instant messaging are not available. Click <strong>OK</strong> to continue using Avaya Communicator.</td>
</tr>
<tr>
<td>Connectivity to Avaya one-X® Portalserver has been restored. Personal contacts, presence, and IM are available.</td>
<td>Connectivity to the Avaya one-X® Portalserver has been restored.</td>
</tr>
<tr>
<td>Connectivity to Avaya one-X® Portalserver has been lost. Personal contacts, presence, and IM are unavailable.</td>
<td>Avaya Communicator has lost its connection with the Avaya one-X® Portal server. Personal contacts, presence, and instant messaging are not available. Click <strong>OK</strong> to continue using Avaya Communicator.</td>
</tr>
<tr>
<td>Unable to add contact, phone number is missing.</td>
<td>If an Enterprise contact does not have a phone number, you cannot add that contact to your Personal contacts list.</td>
</tr>
<tr>
<td>Login error (licensing); contact Admin.</td>
<td>Please contact your system administrator. The correct licence to use for Avaya Communicator is not configured</td>
</tr>
<tr>
<td>Loading Contacts . . .</td>
<td>Avaya Communicator is attempting to load contacts.</td>
</tr>
<tr>
<td>Action cannot be completed.</td>
<td>Avaya Communicator is not able to transfer the call.</td>
</tr>
<tr>
<td>Failed to transfer calls</td>
<td>Avaya Communicator is not able to transfer the call.</td>
</tr>
<tr>
<td>Error message</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incorrect Extension or password</td>
<td>When you login to Avaya Communicator and logout, later when you login to Avaya Communicator within five minutes after you logout, the system displays this error message. The system displays this message if you are configured as a user in a standalone mode. The system does not log you out of Avaya Communicator for approximately 5 minutes. To resolve: After you logout, login after 5 minutes.</td>
</tr>
<tr>
<td>Navigation to the webpage was cancelled</td>
<td>The system displays this error when a trusted root certificate is not installed in the system. To resolve: Install the trusted root certificate and then start the conference.</td>
</tr>
</tbody>
</table>
Avaya Communicator has a set of keyboard shortcuts. You can use the following keyboard shortcuts.

**Avaya Communicator for Windows keyboard shortcuts**

<table>
<thead>
<tr>
<th>Heading for Column 1</th>
<th>Heading for Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt + A</td>
<td>Display All contacts</td>
</tr>
<tr>
<td>Alt + L</td>
<td>Display Local contacts</td>
</tr>
<tr>
<td>Alt + S</td>
<td>Display System contacts</td>
</tr>
<tr>
<td>Alt + P</td>
<td>Display Personal contacts</td>
</tr>
<tr>
<td>F4</td>
<td>Opens the enterprise directory search text box</td>
</tr>
<tr>
<td>F3</td>
<td>Opens the local search</td>
</tr>
<tr>
<td>X</td>
<td>Clears the search field</td>
</tr>
<tr>
<td>ESC</td>
<td>Collapses the search text box</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Opens the dial pad when a call is not active</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Opens the dial pad when a call is active</td>
</tr>
</tbody>
</table>

Insert content for the first section.
## Index

### A
- accessing contacts .......................................................... 25
- activate ........................................................................ 25
- adding a participant ....................................................... 53
- adhoc conference ......................................................... 50
- agent mode .................................................................... 24
- agent mode, hidden mode ................................................ 24
- answer a call ................................................................... 42
- application ........................................................................ 24
- Audio page field descriptions ......................................... 23
- audio volume ..................................................................... 45
- auth code account code ................................................... 34
- auto login .......................................................................... 19

### B
- buttons ................................................................................ 11

### C
- call; entering digits .......................................................... 44
- call; unmute ....................................................................... 44
- call controls ........................................................................ 41
- call history: about ............................................................ 64
- call history records ............................................................ 65
- call on hold ........................................................................ 43
- calls video call using the dialpad ........................................ 37
  voice calls from an instant message ..................................... 36
- calls; mute .......................................................................... 44
- calls: from a contact card .................................................. 35
- calls: from a history record ................................................ 36
- calls: resuming calls on hold ................................................ 43
- calls: using the dialpad ...................................................... 35
- certificate ........................................................................... 17
- certificates .......................................................................... 16
- changing your availability presence ..................................... 32
- changing your status message ............................................ 32
- conference .......................................................................... 48
- Conference Continuation conference ..................................... 59
- conference tab ..................................................................... 49
- configure ............................................................................. 20
- configuring audio settings .................................................. 23
dialing rules ......................................................................... 23
enterprise search settings ..................................................... 22
connectivity issues ............................................................... 67
contact cards: making a call from ......................................... 35
contact cards: making video calls from ................................... 37
contacts order ........................................................................ 29
contacts, system, personal, local, or enterprise ....................... 28
contacts: Microsoft Outlook .................................................. 22

### D
- data types
  - Avaya Communicator .................................................... 27
- Dialing Rules field descriptions ......................................... 21
- disconnecting a call .......................................................... 44
- Enterprise contacts ............................................................ 30
- Enterprise Search page field descriptions ........................... 22
- Entry and Exit tones
  - conference ...................................................................... 59
- error messages ..................................................................... 67
- existing call ......................................................................... 51

### E
- enabling
  - Auto Start ........................................................................ 26
- end
  - an Instant Messaging session ........................................... 63
- ending a call ........................................................................ 44
- enter digits during a call ..................................................... 44
- Enterprise contacts ............................................................. 30
- Enterprise Search page field descriptions ........................... 22
- Entry and Exit tones
  - conference ...................................................................... 59

### F
- filter contacts ......................................................................... 28

### H
- hanging up a call ............................................................... 44
- hidden mode ........................................................................ 25
- history record
  - making a video call ......................................................... 38
- history records: about ........................................................ 64
- history records: making calls from ....................................... 36

### I
- ignoring an incoming call ................................................... 43
- install .................................................................................. 16
- installation .......................................................................... 17
- installing the application
  - install ............................................................................... 14
- requirements ......................................................................... 13
requirements (continued)
   computer hardware .............................................. 13
   computer operating system ................................ 14
   computer software ............................................. 14
   resuming: an Instant Messaging session ............... 62
   resuming: a paused video call ............................ 47
   resuming: calls on hold ...................................... 43

S
   select
      contacts from the contact fan ............................. 28
      sending instant message; contacts on a call .......... 63
      send instant message to contacts on a call ........... 63
   server settings ................................................... 15
   short code ................................................................ 61
   start
      a new instant messaging session ....................... 62
   status .................................................................... 31
   supporting browser .............................................. 17
   system contacts, personal contacts, local contacts, or
      enterprise contacts ............................................ 28

T
   transfer ..................................................................... 46
   turning off ringing for all incoming calls ............ 45

U
   unmuting a call ..................................................... 44
   unmuting calls ...................................................... 44
   upgrade ............................................................... 18

V
   video ...................................................................... 37
   video call: using the dialpad ............................... 37
   video calls
      from a contact card ......................................... 37
      making a video call from a history record .......... 38
      making a video call from an instant message ...... 39
   video settings page field descriptions ................. 24
   view
      call history records .......................................... 65
      instant message history records ...................... 66
      viewing an incoming instant message ................ 63
      viewing dropped participants
         conference ...................................................... 57
   voice ..................................................................... 34
   voice calls
      using the dialpad .............................................. 35
   voicemail messages ............................................ 61
   volume .................................................................... 45

Index
Index

W

web collaboration ................................................................. 52
windows ................................................................................ 52