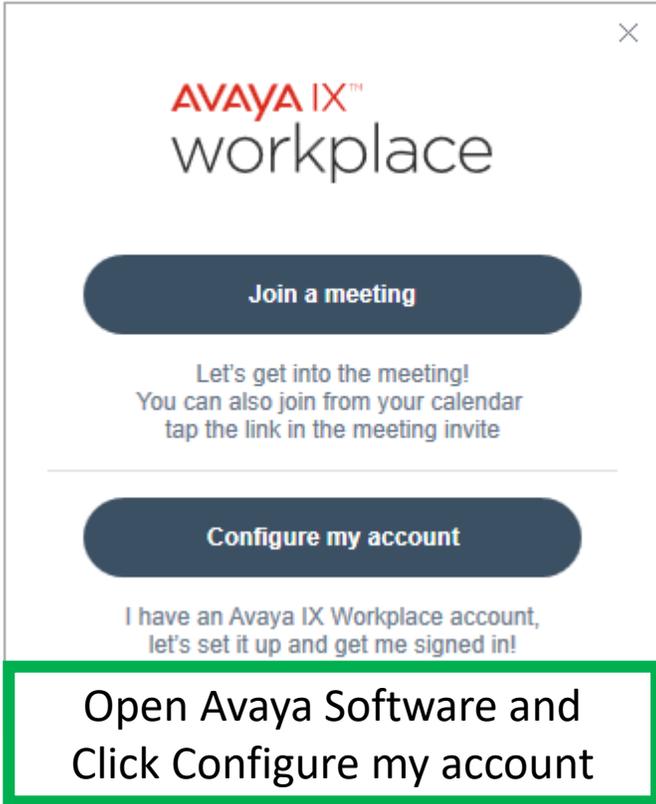


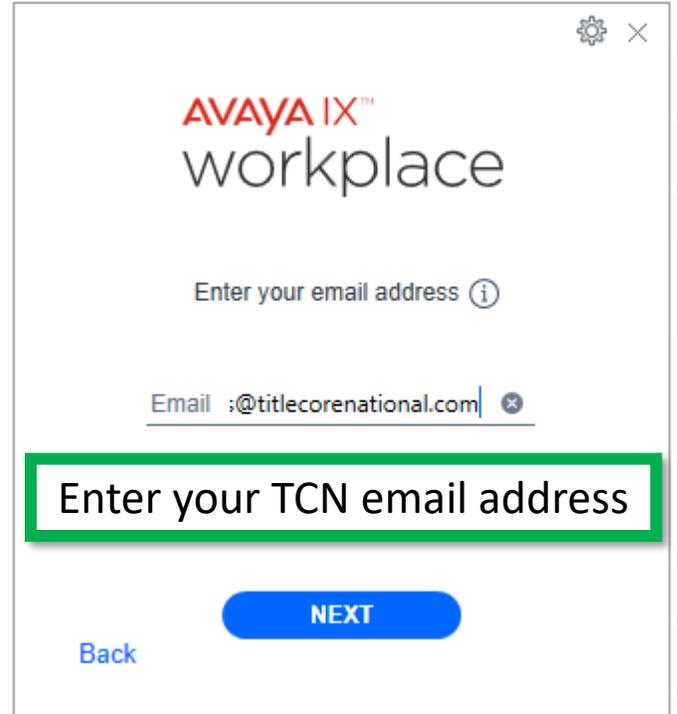
Signing in and Adjusting Speakers

Signing In



The screenshot shows the Avaya IX Workplace home screen. At the top is the logo 'AVAYA IX™ workplace'. Below it are two main buttons: 'Join a meeting' and 'Configure my account'. Under 'Join a meeting' is a sub-header 'Let's get into the meeting!' and a paragraph: 'You can also join from your calendar tap the link in the meeting invite'. Under 'Configure my account' is a sub-header 'I have an Avaya IX Workplace account, let's set it up and get me signed in!'.

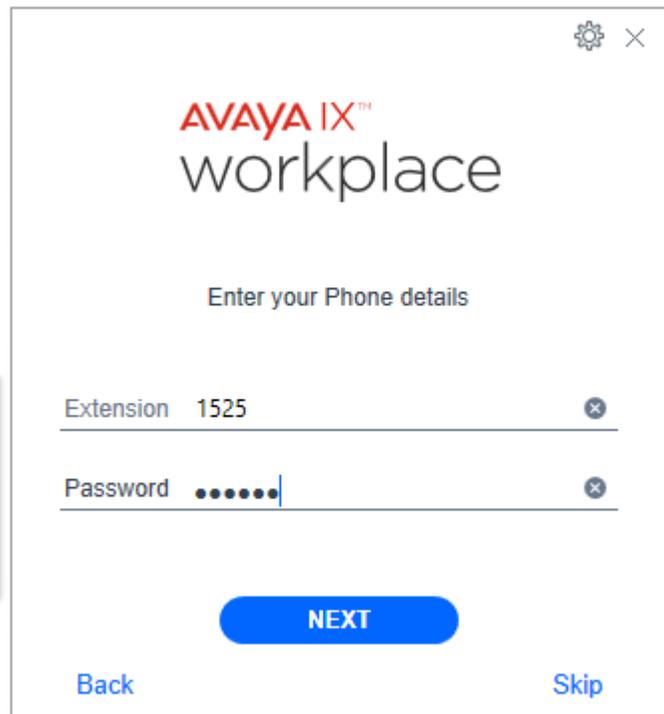
Open Avaya Software and Click Configure my account



The screenshot shows the 'Enter your email address' screen. It features the Avaya IX Workplace logo and the text 'Enter your email address'. Below this is an input field containing 'Email :@titlecorenational.com'. A green box highlights the text 'Enter your TCN email address' overlaid on the screen. At the bottom, there is a 'Back' link and a blue 'NEXT' button.

Enter your TCN email address

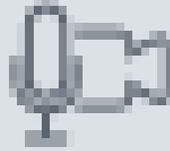
Enter your extension
Password is
123567



The screenshot shows the 'Enter your Phone details' screen. It features the Avaya IX Workplace logo and the text 'Enter your Phone details'. Below this are two input fields: 'Extension' with the value '1525' and 'Password' with masked characters '.....'. At the bottom, there is a 'Back' link, a blue 'NEXT' button, and a 'Skip' link.

Speaker Setup

Click on the speaker/camera icon in the bottom right corner.



This pop up has your
Microphone volume
Headphone volume
Ring volume.
These can all be adjusted to
improve your call.



IMPORTANT!!

You will want to change this setting to Speakers. Do **NOT** choose your headset. This will let your computer ring with incoming calls but allow you to communicate thru the headset.