

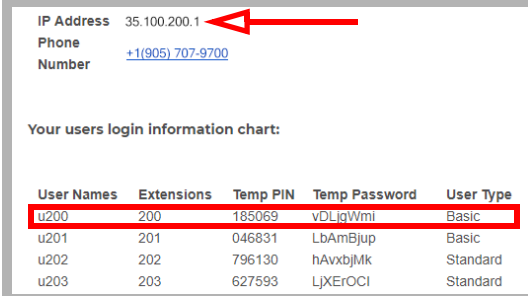
AVAYA cloud IP office softconsole

Logging In

WHAT TO DO

Once you have purchased and installed the Cloud IP Office and the Softconsole software, you will need to login to the program before you can start using it. Softconsole is a program that allows a receptionist to receive and redirect incoming calls, monitor call traffic and arrange conferencing calls for the entire company. Contact your sales rep for complete details.

Your administrator has received a list of extensions and passwords for the clients, one of which has been given to you. You will also need the IP Address provided in the Welcome email.



IP Address 35.100.200.1
Phone Number +1(905) 707-9700

Your users login information chart:

User Names	Extensions	Temp PIN	Temp Password	User Type
u200	200	185069	vDLjgWmi	Basic
u201	201	046831	LbAmBJup	Basic
u202	202	796130	hAvxbjMk	Standard
u203	203	627593	LjXErOCI	Standard

HOW TO DO IT

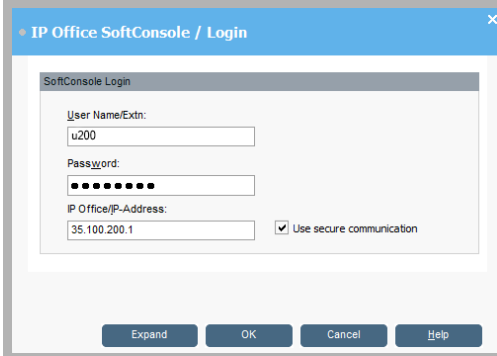
- Open the Windows Start panel and locate IP Office. Open it and click the Softconsole icon.
- In the spaces provided, enter your account details.

User Name/Extn: Type in your extension number (i.e. u200).

Password: Enter the password for your extension (i.e. vDLjgWmi). This IS case sensitive.

IP Office/IP-Address: Add the IP Address here (i.e. 35.100.200.1).

Enable the **Use secure communication** checkbox.



IP Office SoftConsole / Login

SoftConsole Login

User Name/Extn:
u200

Password:
●●●●●●

IP Office/IP-Address:
35.100.200.1 Use secure communication

Expand OK Cancel Help

- Click **OK** to login.

Congratulations! You are now logged into the Cloud IP Office Softconsole. For all of the details on what you can do with the Softconsole, please go to:

<http://marketingtools.avaya.com/knowledgebase/user/index.html>