

The background is a solid teal color. In the four corners, there are decorative white line-art patterns resembling circuit traces or fiber optic paths, with small circles at the end of the lines.

Connecting to Your Emerson Phone from Home (Windows)

Before continuing please make sure your computer is connected to the Emerson VPN and you have received your phone password from the Emerson IT Help Desk.

If you have not connected to VPN please visit support.emerson.edu and search Emerson VPN for instructions.

To contact Help Desk please call (617) 824-8080 or email helpdesk@emerson.edu

Open your internet browser and go to
<https://emerson.box.com/s/6wth0sso6fwpzz7vw5e9jc1fm9ig9i84>



Search Google or type a URL

Web Store Add shortcut

Customize

Eme
pass
your

**Click Continue
to get to Box**

Continue

Not a part of Emerson College?

Welcome to Box for Emerson!

The authorized resource for sharing, storing, and securing files at Emerson College.



Enter your Emerson username and password on Duo

EMERSON COLLEGE Please enter your Emerson College credentials to access Box.

Username

Password

[Log in >](#)

Verify your identity using your mobile device

EMERSON COLLEGE

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small>	<input type="button" value="Send Me a Push"/>
<input type="checkbox"/> Call Me	<input type="button" value="Call Me"/>
<input type="checkbox"/> Passcode	<input type="button" value="Enter a Passcode"/>

Remember me for 30 days

Search files and folders

Select your operating system folder (Windows in this case)

 AvayaXWorkplaceMacOS-3.7.6.10.2	Mar 13 at 7:28 AM	--
 AvayaXWorkplaceWindows-3.7.6.10.1	Mar 12 at 11:59 AM	--



Go to My Account

Size: 116.4 MB

Search files and folders

AvayaWorkplace.zip > AvayaIXWorkplaceWind...

Name ^	Modified
Avaya IX Workplace Setup 3.7.6.10.1.msi	Mar 12 at 11:45 AM
Install Path for Install.txt	Mar 10 at 10:42 AM

Go to the top right corner and click the download arrow



Search files and folders

AvayaWorkplace.zip > AvayaIXWorkplaceWind...

Name ^	Modified	Size
Avaya IX Workplace Setup 3.7.6.10.1.msi	Mar 12 at 11:45 AM	58.18 MB
Install Path for Install.txt	Mar 10 at 10:42 AM	41 Bytes

Open the item when it downloads

Opening AvayaW...z...
RECORDED WITH

SCREENCAST MATIC
type here to search



Show all X

AvayaWorkplace

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace

Name	Type	Compressed size	Password ...	Size	Ratio	Date
_MACOSX	File folder					
AvayaXWorkplaceMacOS-3.7.6.10.2	File folder					3/13/
AvayaXWorkplaceWindows-3.7.6.1...	File folder					3/12/

3 items

Select your operating system folder (Windows)

Go to My Account

Size

58.18 MB

41 Bytes

AvayaWorkplace.zip

RECORDED WITH SCREENCAST MATIC

type here to search

Taskbar icons: Edge, File Explorer, Store, Task View, Chrome

Show all

1:06 PM 3/24/2020

AvayaIXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaIXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/
		1 KB	No	1 KB	0%	3/10/

2 items

Install the Avaya software

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/2020
Install Path for Install	Text					3/10/2020

2 items 1 item selected 58.1 MB

Make sure Complete is selected and hit Next

Complete
All program features will be installed. Requires the most disk space.

Custom
Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users.

Back Next Cancel

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaIXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaIXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/2020
Install Path for Install	Text Document	1 KB	No	1 KB	0%	3/10/2020

2 items 1 item selected 58.1 MB

Avaya IX Workplace Setup

Select Next accepting this as the file path

C:\Program Files (x86)\Avaya\Avaya IX Workplace\
Change...

Back Next Cancel

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56.143 KB	No	59.572 KB	6%	3/12/
Install Path for Install	Text Document				0%	3/10/

2 items 1 item selected 58.1 MB

Set language to English and hit Next

Lang
Cho

Please choose default application language:

English - English

Back Next Cancel

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaIXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaIXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/
Install Path for Install	Text Document	1 KB	No	1 KB	0%	3/10/

Avaya IX Workplace Setup

Ready to install Avaya IX Workplace

Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.

Click Install

Back Install Cancel

Go to My Account

Size

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41 Bytes

Extract AvayaIXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaIXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/20
Install Path for Install	Text Document	1 KB	No	1 KB	0%	3/10/20

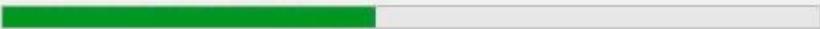
2 items 1 item selected 58.1 MB

Avaya IX Workplace Setup

Installing Avaya IX Workplace

Please wait while the Setup Wizard installs Avaya IX Workplace.

Status: Copying new files



Back Next Cancel

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaIXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaIXWorkplaceWindows-3.7.6.10.1

Name	Type	Compressed size	Password ...	Size	Ratio	Date
Avaya IX Workplace Setup 3.7.6.10.1	Windows Installer Package	56,143 KB	No	59,572 KB	6%	3/12/2020
Install Path for Install	Text Document	1 KB	No	1 KB	0%	3/10/2020

Avaya IX Workplace Setup

Completed the Avaya IX Workplace Setup Wizard

Click the Finish button to exit the Setup Wizard.

Click Finish

Run Avaya IX Workplace

Back Finish Cancel

Go to My Account

Size

58.18 MB

41 Bytes

Extract AvayaXWorkplaceWindows-3.7.6.10.1

File Home Share View Compressed Folder Tools

This PC > Downloads > AvayaWorkplace > AvayaXWorkplaceWindows-3.7.6.10.1

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Install Path for Install	Text Document	1 KB	No	1 KB	0%	3/10/2020



2 items 1 item selected 58.1 MB

...ser Extension" added

...m on your computer added an extension that may change the

...rks.

...ge all your data on the websites you visit

...ations

...with cooperating native applications

[Enable extension](#) [Remove from Chrome](#)

41 Bytes

Avaya will automatically open



Recycle Bin



Avaya IX Workplace

The image shows a screenshot of the Avaya IX Workplace application window. The window has a white background and a title bar with a gear icon and a close button. The main content area features the text "AVAYA IX™ workplace" at the top. Below this, there is a large orange button labeled "Join a meeting". Underneath the button, there is a message: "Let's get into the meeting! You can also join from your calendar tap the link in the meeting invite". At the bottom of the window, there is another large orange button labeled "Configure my account".

Select Configure My Account



Recycle Bin



Avaya IX Workplace

AVAYA IX™

Enter your email address ⓘ

Email

Back

NEXT

Select the Settings gear



Recycle Bin



Avaya IX Workplace

Using email address is the easiest way to setup Workplace. Choose another configuration method only if instructed by support team.

Use web address
Enter your email address
Manually configure (Expert mode)

Back NEXT

Select Use web address



Recycle Bin



Avaya IX Workplace

The screenshot shows a window titled "AVAYA IX™ workplace". At the top right are a settings gear icon and a close "X" icon. The main content area contains a text input field with the URL "avaya.emerson.edu/46xxsettings.txt" entered. Below the input field is a blue "Back" link on the left and an orange "NEXT" button on the right.

Enter URL <https://avaya.emerson.edu/46xxsettings.txt>



Recycle Bin



Avaya IX Workplace

Enter your Emerson 4 digit phone extension and password then hit Next to connect

Extension _____

Password _____

NEXT

Back Skip



Recycle Bin



Avaya IX Workplace

Avaya IX Workplace

Top of Mind

name or number

Next Meetings

Meetings are not available

History

History is not available

Workplace Meetings

Join Workplace Meeting

Spaces Sign in / Sign up

New Conversation +

All set! You should now be in your phone and ready to take calls.

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit traces or data paths, with small circles at the end of the lines.

If you run into any difficulty
please contact the Help Desk by
phone at (617) 824-8080 or by
emailing helpdesk@emerson.edu.

Thank you!