Log in to your VPN account first (Unless you are one of the college networks such as Barton County Campus or Ft. Riley)

If you do not have a VPN account, contact Michelle Kaiser.

Go to this link to download the version of Communicator for Avaya for Barton's Phone system.

http://docs.bartonccc.edu/infoserv/phonetools/
(You will need a user name and password for this link. Call or email Michelle Kaiser.)

For MAC users, select folder "Phone Tools for Remotes", then select folder "Softphone (MAC)"

Click on Softphone_Mac_4.1.1.2_CE4112c_74851.dmg to download to your MAC.

When download is complete, double click on the downloaded file.

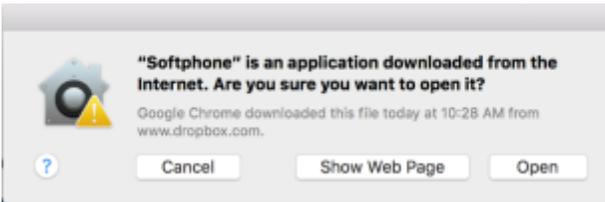The agreement will come up next, click Agree
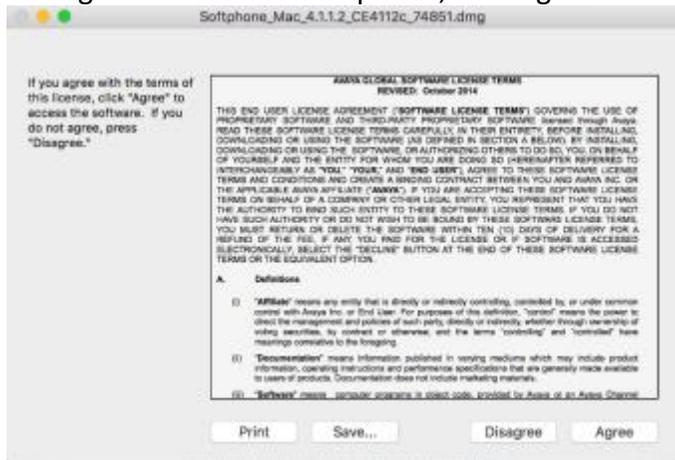
When the following install screen pops up, drag the Avaya icon to the Applications folder, wait for it to complete install.

Next, go to your Launchpad and double click the Avaya Softphone icon
The following screen will pop up, click on OPEN

The softphone console will then appear.

Please enter the following information into the prompts:
Leave the IP Office: Default
Login Server is: 10.70.0.240
Enter your Username I emailed you example, Michelle Kaiser
Enter your password I emailed you.
Check Both boxes for Remember and Sign in
Click on Login