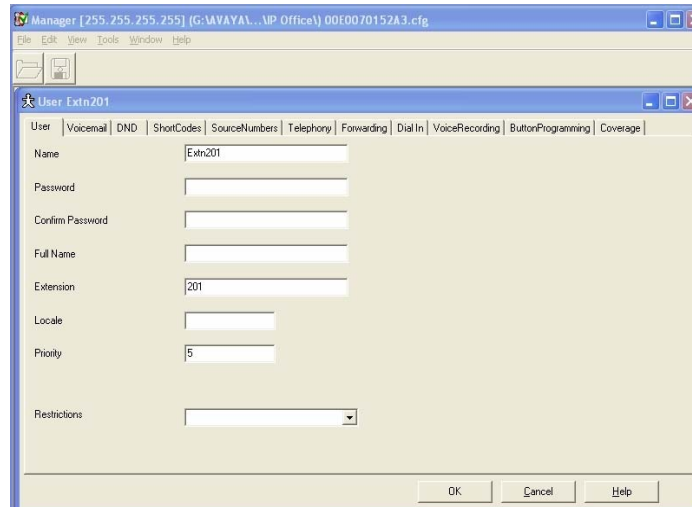


# Voicemail Computer.

1. You will need to enter a password 1234 under the user password entry.



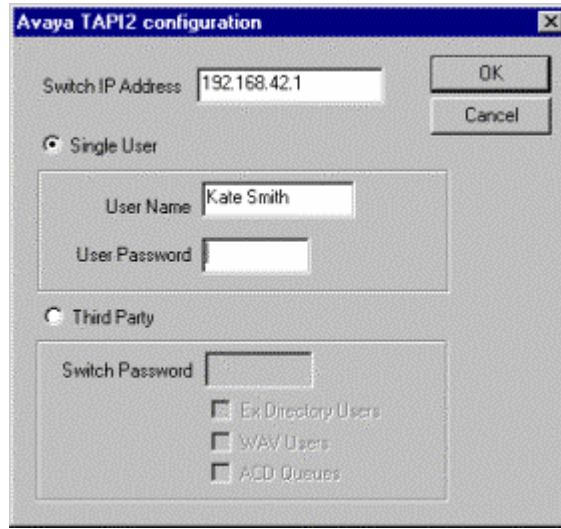
2. Save the changes by merging.

# IP Office TAPI Configuration.

1. Select **Start | Settings | Control Panel**.
2. The next steps vary between different versions of Windows. Also if these settings have not been accessed before on this PC, you may be asked by a wizard to confirm various dialing details.
  - **Windows NT4/9x:**  
Select **Telephony**. Select the **Telephony Drivers** tab.
  - **Windows 2000/XP:**  
Select **Phone and Modem Options**. Select the **Advanced** tab. The **Avaya IP Office TAPI2 Service Driver** should be shown in the list of installed services.



3. Select the **Avaya IP Office TAPI2 Service Provider** and click on **Configure**.



The image shows a Windows-style dialog box titled "Avaya TAPI2 configuration". It has a blue title bar with a close button (X) in the top right corner. The dialog contains the following fields and options:


- Switch IP Address:** A text box containing "192.168.42.1".
- Buttons:** "OK" and "Cancel" buttons are located in the top right area.
- Single User:** A radio button is selected. Below it is a group box containing:
  - User Name:** A text box containing "Kate Smith".
  - User Password:** An empty text box.
- Third Party:** A radio button is unselected. Below it is a group box containing:
  - Switch Password:** An empty text box.
  - Ex Directory Users:** An unchecked checkbox.
  - WAV Users:** An unchecked checkbox.
  - ACD Queues:** An unchecked checkbox.

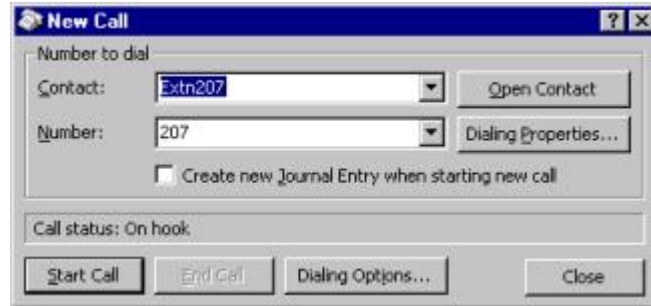
4. Enter the **Switch IP Address** of the IP Office Control Unit.
5. Select **Single User** and enter the **User Name** and the **User Password**.
6. The **Third Party** options are only used with TAPI applications developed for IP Office by third-party CTI developers.
7. Click on **OK** and then on **Close**.

**YOU MUST RESET THE PC FOR CHANGES TO TAKE EFFECT**

## Dialing From Microsoft Outlook.

From Outlook you can dial either through the Contacts, refer to the Outlook help file. The example below is given to show how, for the first call, you select dialing via the IP Office.

1. Open the Outlook **Contacts** and highlight the contact required.
2. Click on  **Action** and select **Dial**. If the contact has several phone numbers use the **Number** drop-down list to select the one required.



3. Click on **Dialing Options**.



4. In the **Connect using line** drop-down list select **IP Office Phone:**
  - The extension number shown should match your extension. If it doesn't, click on **Line Properties** and refer to [IP Office TAPI Configuration](#). If you have to change the extension you should close and restart Outlook.
5. Click on **OK**. The line selection will be remembered and used by Outlook for any following calls.
6. Click on **Start Call**.

## Phone Manager

Once all the above is completed you will to log back into the phone manager and click on “**Configure**” then “**PBX**” and enter the new password that was entered in Manager.