



LC VOICE COLLABORATION
QUICK REFERENCE GUIDE

Log in the OneX Portal with your assigned credentials.



The image shows a login portal for Avaya One-X. At the top right, there are links for "Administrator Login" and "AFA Login". The Avaya One-X logo is on the left, and the version number "Version: 10.1.0.0.0" is on the right. The main heading is "Portal for IP Office". Below this, there are input fields for "User name" and "Password". A "Language" dropdown menu is set to "English". There is a checkbox for "Remember me on this computer" and a "Login to phone" link. A "Login" button is located at the bottom right. At the bottom left, there is a "Change Password" link and a copyright notice: "© 2017 Avaya Inc. All Rights Reserved. [View EULA](#)".

Administrator Login AFA Login

AVAYA
one-X™

Version: 10.1.0.0.0

Portal for IP Office

User name

Password

Language English ▾

Remember me on this computer

▶ Login to phone

Login

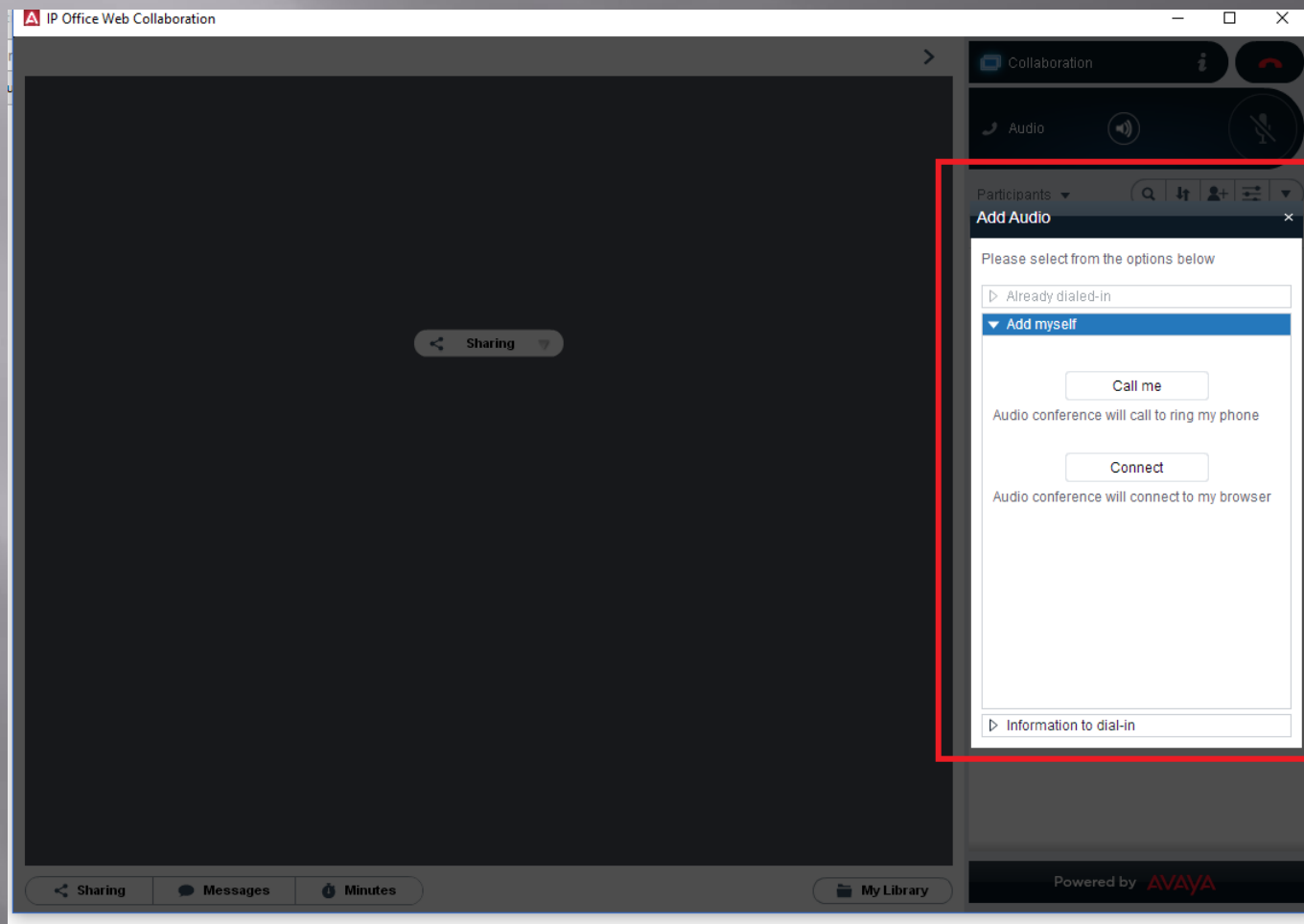
[Change Password](#)

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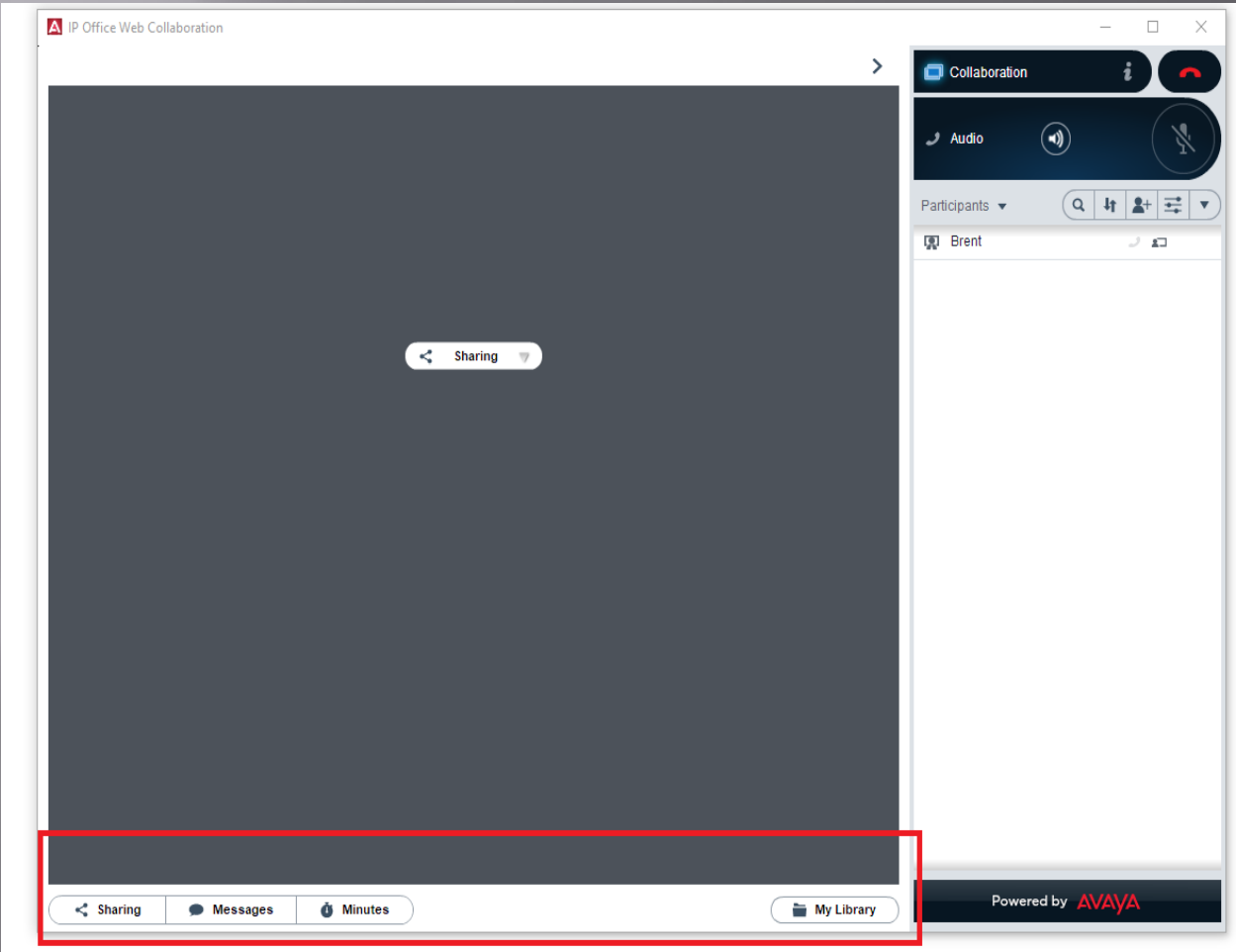
Select the Web Collaboration icon next to your user name on the top right of the screen.



Audio Bridge: Select which mode you want in this screen.
If you are not hosting an audio bridge you can close this window.



Screen Sharing: You can share pictures or documents (PDF only) by choosing My Library.



Upload pictures or documents into your Library for sharing.
Select picture or document and Select the Share button.

The screenshot displays the IP Office Web Collaboration interface. A central window titled "My Library" is open, showing a list of files. The "Pictures" tab is selected, and the file list is as follows:

File Name	Date Time
IMG_0015.JPG	2017-08-21 13:04:21
IMG_0007.JPG	2017-08-10 09:47:57
IMG_0007.JPG	2017-08-01 09:30:58
IMG_0007.JPG	2017-07-31 13:16:19

At the bottom of the "My Library" window, there are buttons for "Upload", "Preview", "Rename", and "Delete". A red rectangle highlights the file list and the "Share" button located at the top right of the window. The main interface includes a "Collaboration" header with "Audio" controls, a "Participants" list showing "Brent", and a "Powered by AVAYA" logo at the bottom right. Navigation buttons for "Sharing", "Messages", and "Minutes" are visible at the bottom left.

Tools: On the left side of the screen is a menu of tools.
For highlighting, drawing, or typing on your presentation you are Sharing.

