Avaya Workplace Quick Start Guide

Manage audio and video devices on Avaya Workplace desktop application (software) on external desktop and Macintosh (Mac) computers

1. Click on the **Manage Audio and Video Devices** icon at the bottom right hand corner of the 'Join Workplace Meeting' box.

2. Select the **Microphone** device you wish to use from the drop-down list and use the **sliding bar** to increase (to the right) or decrease (to the left) the volume of the device listed:
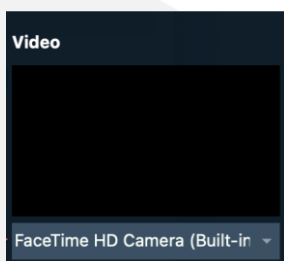

3. Select the **Speaker/Headset** device you wish to use from the drop-down list and use the **sliding bar** to increase (to the right) or decrease (to the left) the volume of the device listed:

4. Select the **Ringer** device you wish to use from the drop-down list and use the **sliding bar** to increase (to the right) or decrease (to the left) the volume of the device listed:

5. Select the camera to use for video.

Further Information and advice

Internal WA Health users
Intranet: Telehealth Hub
Phone: WACHS Service Desk **1800 794 748**

Internal and External users
Website: https://healthywa.wa.gov.au/Articles/S_T/Telehealth-appointments-at-home
Email: WACHSICTHelpdesk@health.wa.gov.au