

# *Equinox Desktop User Guide*

12 Feb 2019



**pwc**

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# Join a meeting

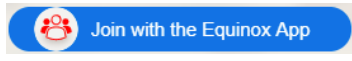
## 1.1. Join a meeting via Equinox App (Safari Browser)

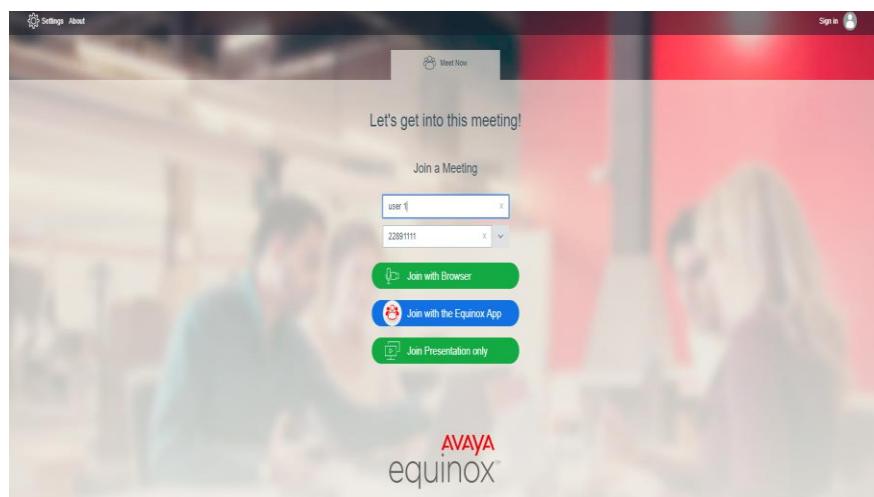
### Step 1

Open Safari browser, visit portal <https://vc.pwchk.com/>  
Input Participant name and Meeting ID.

### Step 2

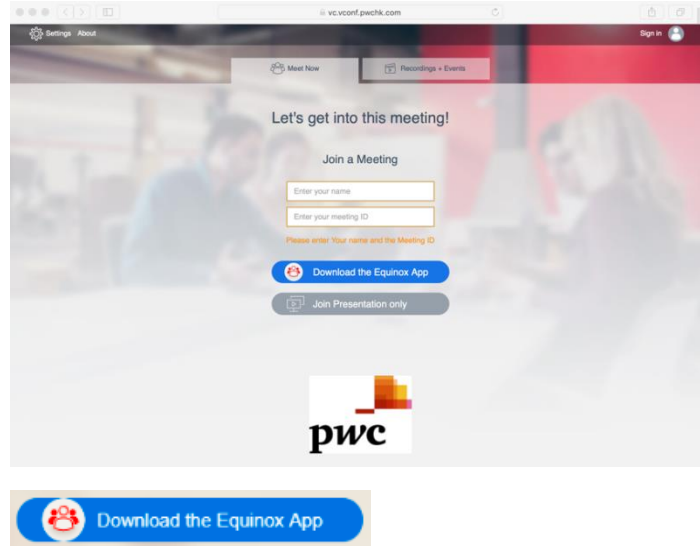
Click <Join with the Equinox App> button

 to join.

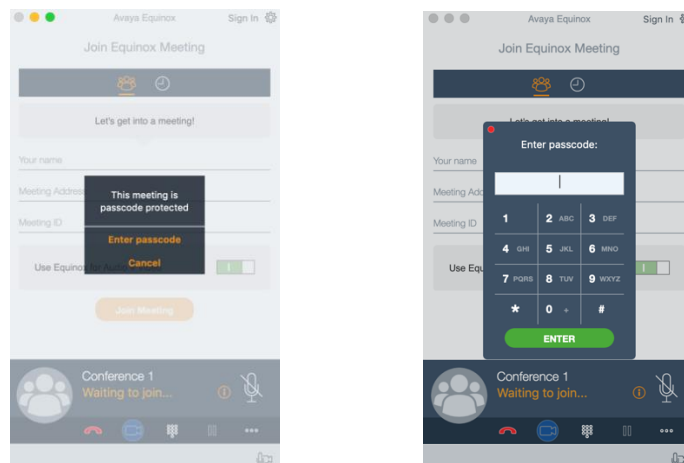


### Step 3

1. If it is the first time to use Equinox App, click <Download the Equinox App>. For details, please refer to APPENDIX A.

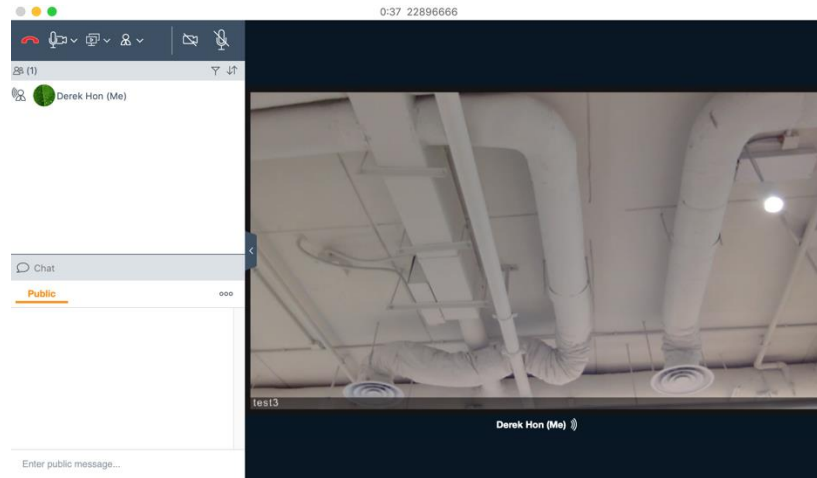


2. If you have Equinox Client installed, you should be able to select <Join with the Equinox App> button. Equinox Client will be started automatically. Enter meeting PIN to join meeting (If the meeting required meeting PIN).



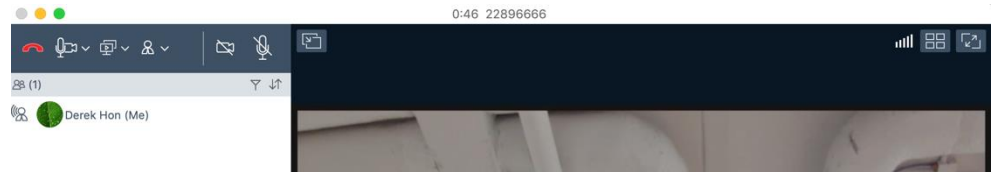
## Step 4









Successfully join the meeting.



## Step 5

During the meeting, you can mute/ unmute your microphone, speaker or turn off/ on your webcam.



1.	 	Click to turn on or off your microphone.
2	  	Click to turn on or off your speaker.
3	 	Click to stop or start your webcam.
4		Click to leave or terminate the meeting.

## 1.2. Join a meeting via Web (Chrome or Firefox Browser)

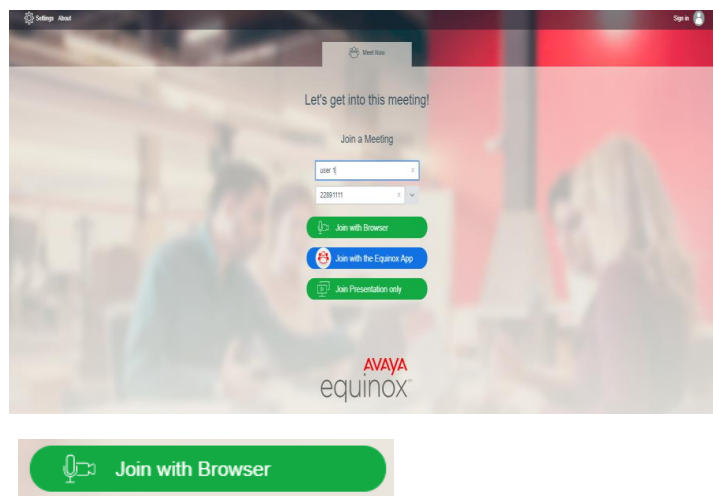
### Step 1

Open Chrome or Firefox browser, visit portal <https://vc.pwchk.com/>

Input Participant name and Meeting ID.

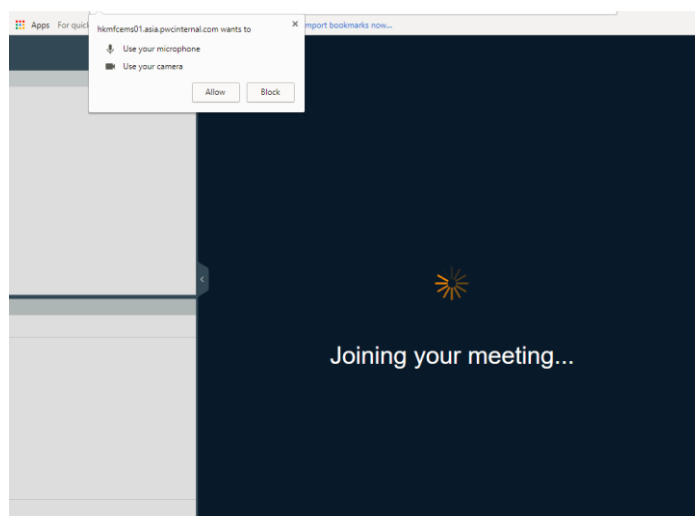
### Step 2

Choose <Join with Browser> button.



### Step 3

Browser will request Microphone and Webcam permission. Please click <Allow>.



## Step 4

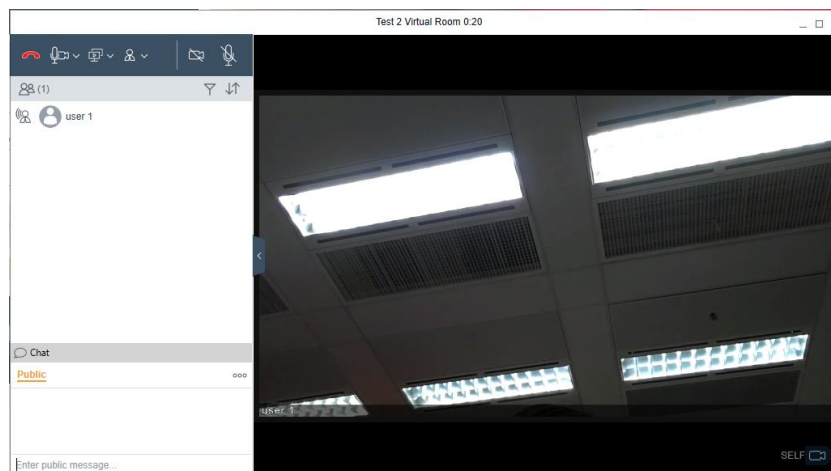
Enter meeting PIN to join the meeting.

This is a protected meeting,  
please enter the Meeting PIN.

1	2 abc	3 def
4 ghi	5 jkl	6 mno
7 pqrs	8 tuv	9 wxyz
*	.	0 +
		#

## Step 5

Successfully join the meeting.




## Step 6

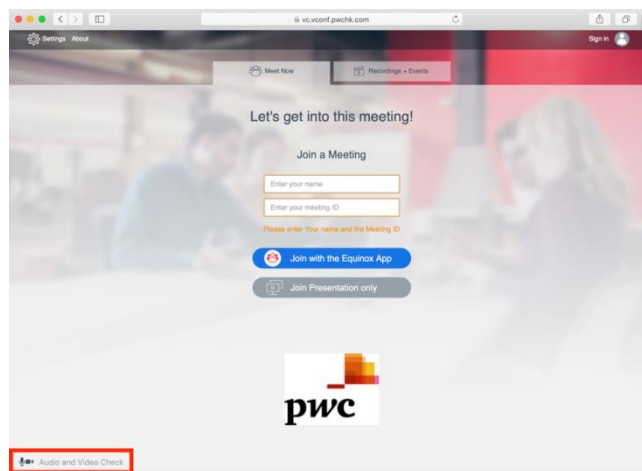
During the meeting, you can mute/ unmute your microphone, speaker or turn off/ on your webcam.

# Change Audio & Video settings



You are recommended to tune the audio and/or video device settings prior to the meeting. This ensures the best quality of your meeting when using the audio and/or video devices.

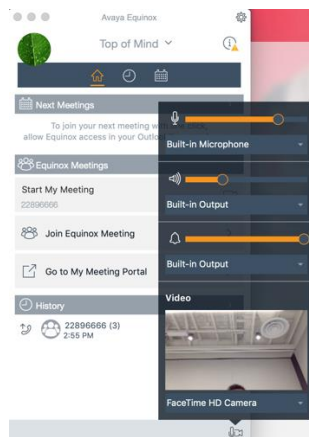
## Step 1

Click  icon and click Adjust audio and video devices.



## Step 2

Go to  icon adjust volume of **Record** device (microphone) and Go to  icon adjust volume of **Playback** device (speaker). Also able to preview your camera.



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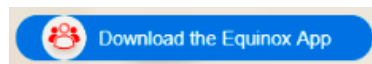
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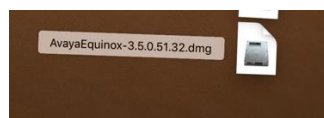
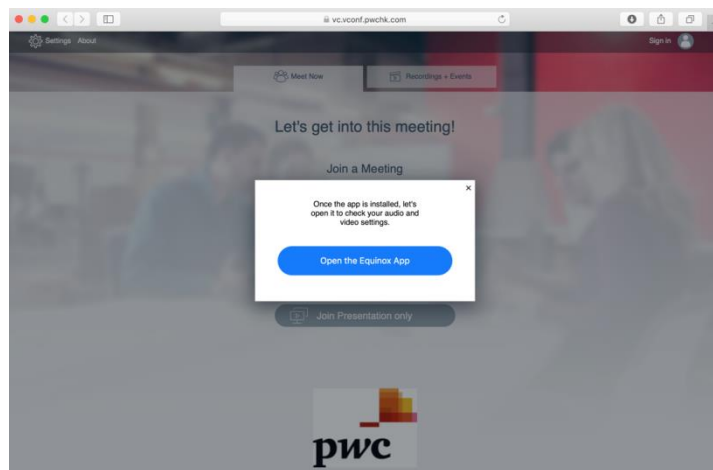
# Appendix A – Installation Steps of Equinox App

## Step 1

Click download and install Equinox application.



Download and double click the Avaya Equinox Setup.



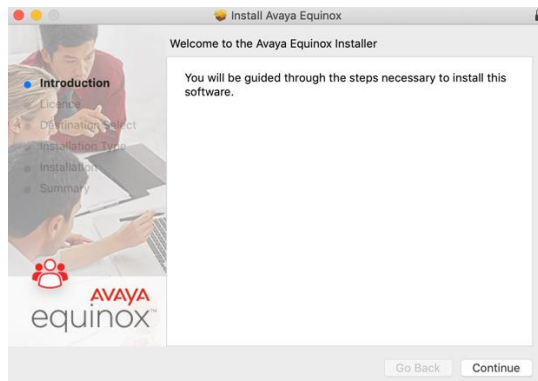
## Step 2

Click <Install>



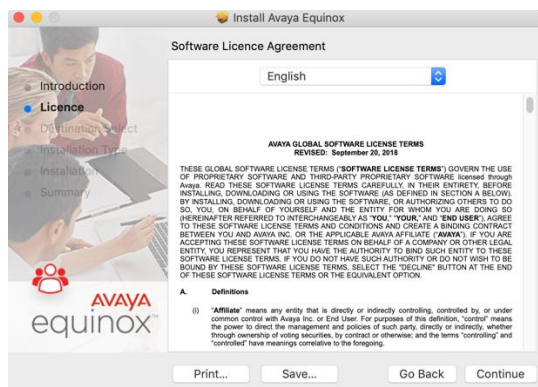
### Step 3

Click <Continue>



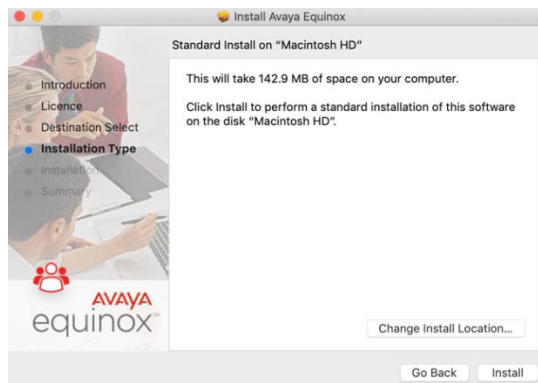
### Step 4

Click <Continue>



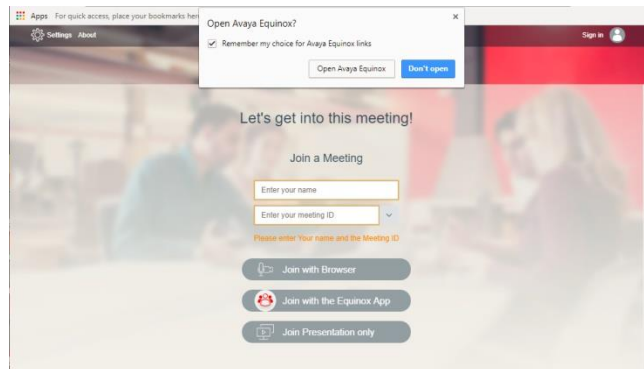
### Step 5

Click <Install>.



## Step 6

Select “Remember my choice for Avaya Equinox links” then click <Open Avaya Equinox>.



Go back to Section 1.1 > **Step2** to continue joining meeting (Page 3).