

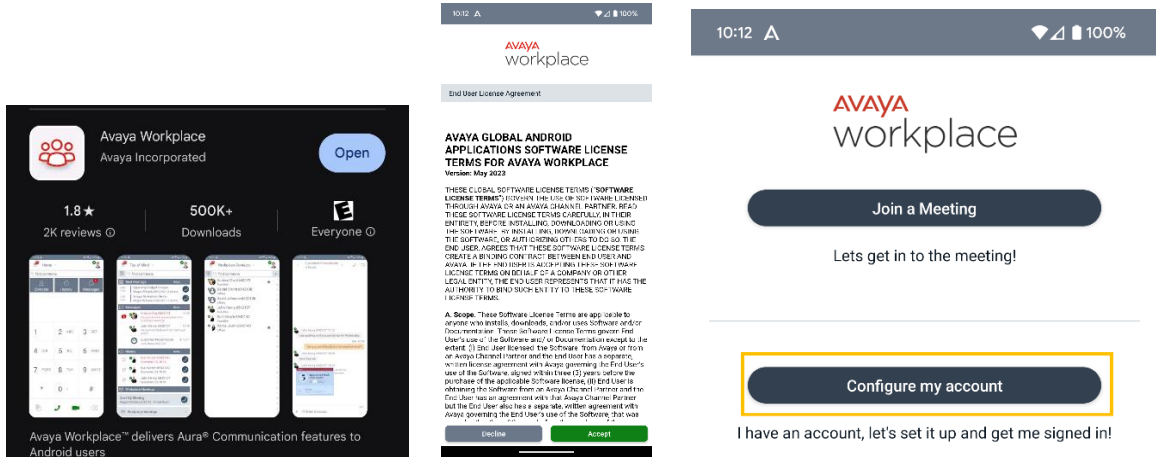
# Equinox App on an Android

In order to use the Equinox App, it needs to be either up on the screen or running in the background.

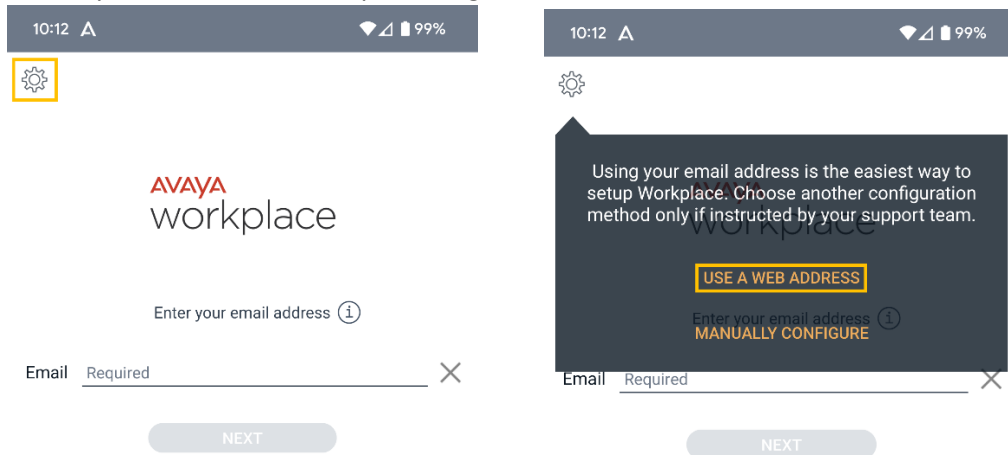
## Getting Started:

Below are instructions on how to download and set up the app for your WVUP extension.

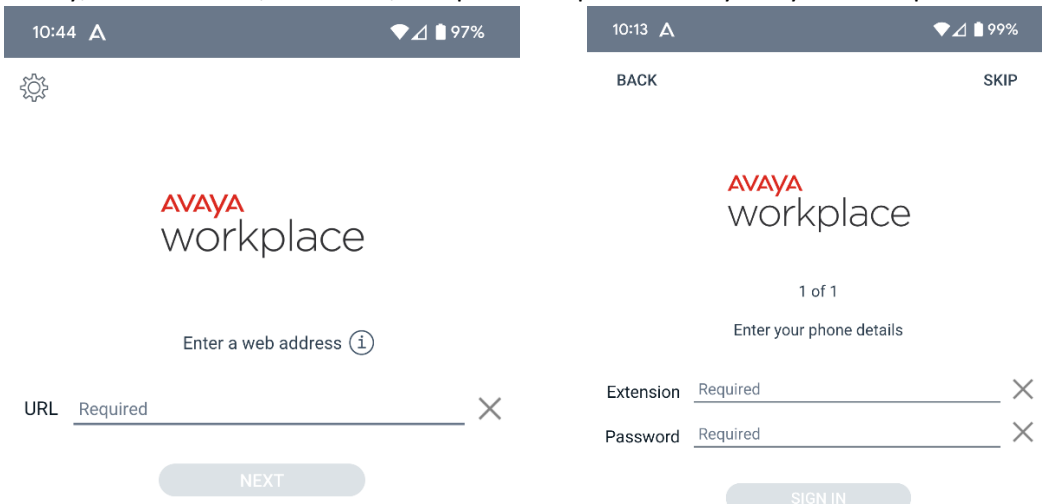
1. Open Google Playstore to search for and install the “Avaya Workplace” app.
2. Once downloaded, open the app and accept the terms and conditions.



3. Go to “Configure my account”.
4. **DO NOT** enter your Email. Instead, tap on the gear icon and select “Use a web address”.

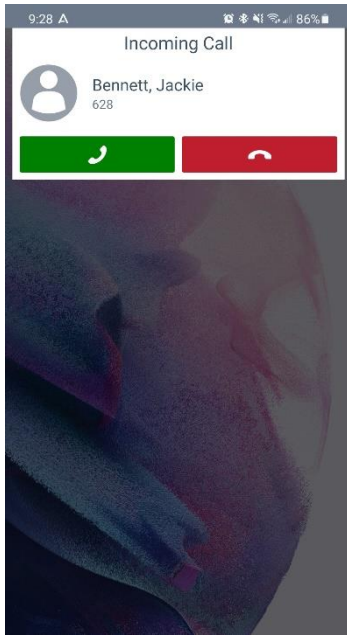


5. Finally, enter the URL, extension, and password provided to you by the IT department.



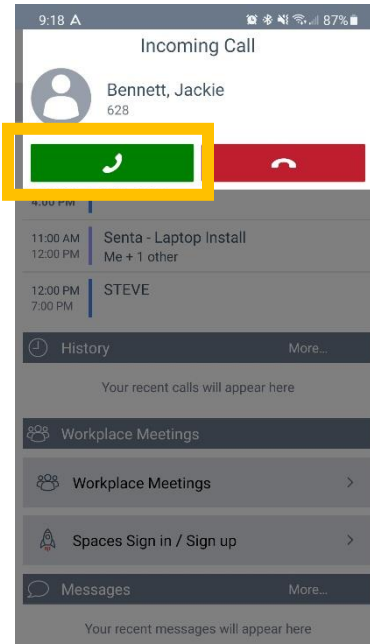
## Usage basics - Incoming Calls:

Incoming calls via the Equinox system will look like normal calls.



From Locked Screen

(you will press the green button to answer the call)

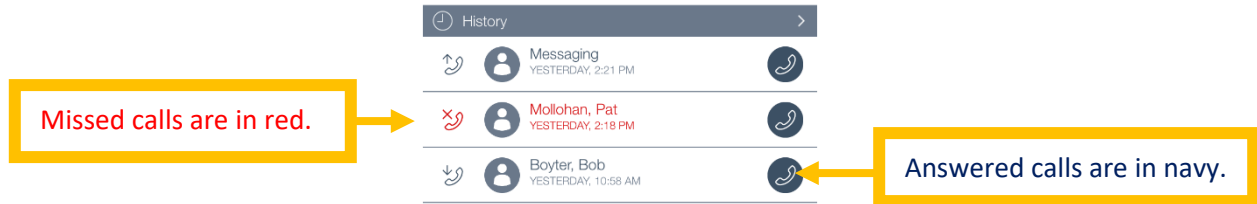


View when phone is unlocked.

(you will press the green button to answer the call)

## Call History:

Call history is located on the main screen of the Equinox app.



## Checking Voicemail:

If you have a voicemail, there will be a notice at the top of the screen. It is a red badge with a clock on it.

1. Click on the menu at the top of the screen.



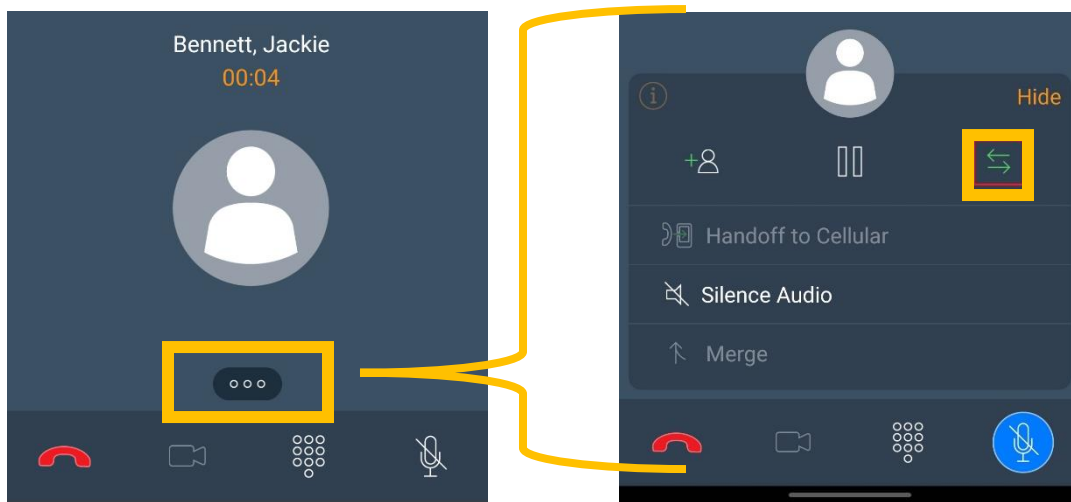
2. From the list, click on the voicemail icon to call Audix and listen to voicemail.



## Transfer a Call :

Call history is located on the main screen of the Equinox app.

1. Press the options menu on the screen and select Transfer call



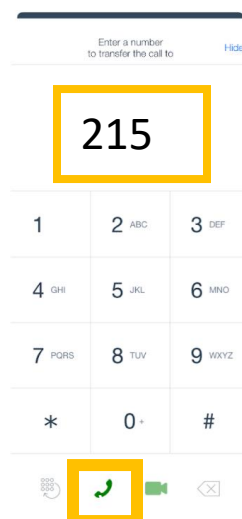
2. Select the type of transfer. (In this example, we will “Enter a number”).

How would you like to Transfer the call?

- Choose a contact
- Choose from history

Enter a number

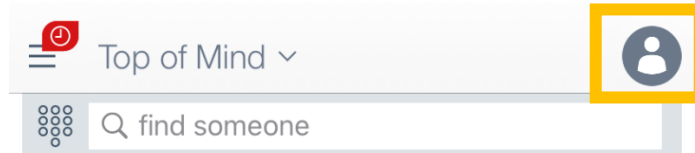
3. Enter the number you wish to transfer the call to and click the call button at the bottom of the screen.



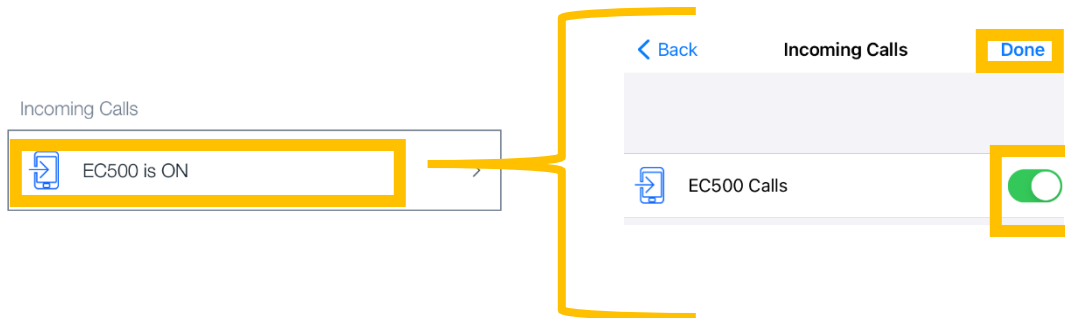
## Enabling EC500 ( Call forwarding ):

If you want your extension to forward to your personal phone, you can enable EC500.

1. At the top, click on the user icon

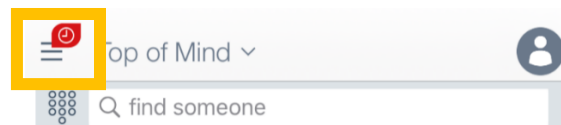


2. Select EC500. On the next screen, use the slider to enable/ disable EC500. Make sure to click DONE to save changes.



## Closing the Equinox App:

1. At the top, click on the menu icon



2. From the menu, select **EXIT**

