

Getting Started with Meetings Online

To start using Avaya Equinox Meetings Online from your desktop, familiarize yourself with Avaya Equinox Meetings Online portal, Equinox web client for Chrome and Firefox, and Equinox Client for Windows and Mac.

For using Equinox client on your desktop, you should install the application from the Meetings Online portal. To share data from the Equinox web client on Chrome, install the Avaya Screen Sharing Chrome Extension.

This Quick Reference Guide covers the tasks most commonly performed in a Meetings Online session from your PC or Mac:

- Test the audio and video devices
- For Equinox web client and Equinox Client, change the audio and video devices during a call
- Manage your account settings
- Connect to a meeting
- Use advanced connection options
- Manage your audio and video settings
- Moderate the meeting

What You Need to Get Started

- **Audio device** - Your integrated laptop speakers and microphone, or external headset (USB or Bluetooth), speakers and microphone, audio device connected to your computer.
- **Video Camera** - Integrated laptop webcam or external Webcam connected to your computer.
- **Join an Avaya Equinox Meetings Online link** - Look for a meeting link, provided by the meeting organizer, sent via email or a calendar meeting invite.
- **Your meeting room credentials** - Log in and connect to your own Avaya Equinox Meetings Online using the access credentials provided by an email as part of the welcome letter.

First Time Use

Avaya Equinox Meetings Online starts with a meeting hyperlink provided by the meeting organizer or you can enter your personal Meeting Room by using the hyperlink provided when joining the Avaya Equinox Meetings Online service.

When you click on the Avaya Equinox Meetings Online hyperlink using your PC, you can join using an Equinox web client (WebRTC) enabled browser or you can install the Equinox Client App. Installing the Equinox App is mandatory if using the Internet Explorer browser.

How do I know I am done with the initial install?

When the Avaya Equinox Client App install has completed, the App should launch. If not, launch Avaya Equinox from the Start menu on a PC or from searchlight on a Mac. The Avaya Equinox App icon should also show in the task tray menu at the lower right corner of the screen.

Audio and Video Setup

As you prepare for your first Avaya Equinox Meetings Online meeting, a quick audio and video check is recommended to ensure an optimal experience.

From the Portal, click the **Audio and Video Check** button to test the Equinox web client peripherals settings.

Launch the Equinox Client App from the Portal or from system tray then click on the **Manage audio and video devices** icon on the bottom right of the App window.



Make sure your preferred audio devices are selected. Make sure your preferred camera is selected and you can see your video from your camera in the preview window.

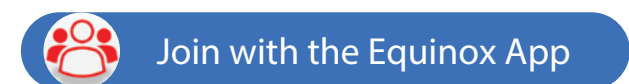
Perform the above steps before you join your first Avaya Equinox Meetings Online meeting or when making sure audio and camera work properly.

Connect to a Meeting

Click the link provided by the meeting organizer and wait for the portal to display. Before connecting to a meeting, you can select how you would like to join the meeting. To set preferences, click **Settings** on the upper left side, then click **User Preferences**. Checking the box for **Video Calling** will set up the call to use video, audio and presentation.

Unchecking the box will setup the call to use audio only and presentation.

Enter your name, then click the button to connect with your selected client.



To connect using Equinox web client (WebRTC) select the **Join with Browser** button.

To connect using the Equinox Client Application, select the **Join with the Equinox App** button.

To connect for View Presentation Only select the **View Presentation Only** button.

Manage your conference



Leave Meeting - Click this button to disconnect from the call. This will present an option for a moderator to terminate the meeting also.



Adjust audio and video - Click to choose from a variety of audio and video devices that are used by the PC or MAC.



Camera Control - Click to stop your webcam. Click again to resume.



Microphone - Click to turn your microphone off. Click to turn your microphone on.

Moderate the Meeting



Open Moderation Menu - Click to open a menu containing advanced options including full moderation capabilities and video handling.

Moderator functions include - Moderator functions include - Sharing your meeting information (hyperlink, IP address, Phone) with other participants, setting lecture mode, controlling other participants' cameras, muting all participants, blocking participants' video, disconnecting participants, locking meetings, and terminating meetings.

Control Participants from Roster



Participant Control - Click to open a menu containing advanced options including participant moderation capabilities and video handling.

All participants in the meeting are presented in the **Participants** list on the left side. Right click the participant you wish to moderate:

- Mute/Unmute their microphones and cameras
- Disconnect a participant
- Pan/Tilt/Zoom the camera of a video conference endpoint

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Present Your Screen or Application

You can share your screen or a specific application with other participants.



Share your screen or an application - Click the **Share Your Screen or Application** button on the main toolbar to start presenting. You can choose to share full screen, specification applications, or an interactive whiteboard.

Presentation Controls

The following controls are available while presenting with Equinox Client only. Interactive Annotation is enabled also while using Equinox web client (WebRTC) Whiteboard with the related control.



Start Annotating / Pen tool for making notes and drawing - Click once to freeze the screen and open the annotation tool pane. Click again to exit.



Sharing Control / Change Application - Click to select a different application to share.



Grant control of my desktop inside the shared region- Click to choose a participant to control your computer.



Pause screen sharing - Click to pause presenting and return to participant mode.



End Presentation - Click to stop presenting and return to participant mode.

Remote Layout Video



Remote Layout Video - Click to change the way you watch a meeting using the **Remote Video** button at the top of the meeting room. By default, the Equinox client meeting window displays the automatic layout.



Swap Views - Click to switch between the presentation and video panes location. This button will be used while getting a presentation.

Common Layout Controls



Open in a separate window / Attached to main window Click to open the video content in separate window which could be located on separate screen.



Collapse to conference window / Detach window Click to close the separate video window.