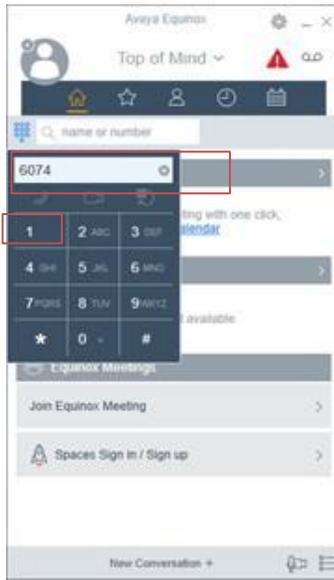


# Using AVAYA Equinox

TO CONNECT TO YOUR AVAYA EQUINOX PHONE WHILE YOU ARE NOT AT YOUR DESK, ENSURE YOU CONTACT HELPDESK IN ADVANCE TO VERIFY YOU HAVE THE APPLICATION ON YOUR DEVICE.

## MAKING A CALL



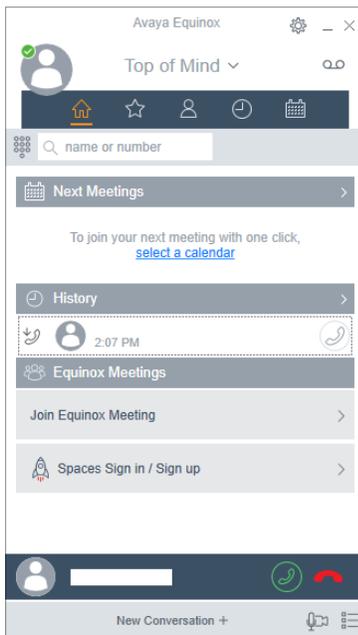
1. To type in a number you have two options (you can make calls as if you were in the office):

a. Click the "name or number" field and type in a phone number.

b. Click the keypad button and click the numbers you want to dial.

2. Press enter on your keyboard or click the phone icon.

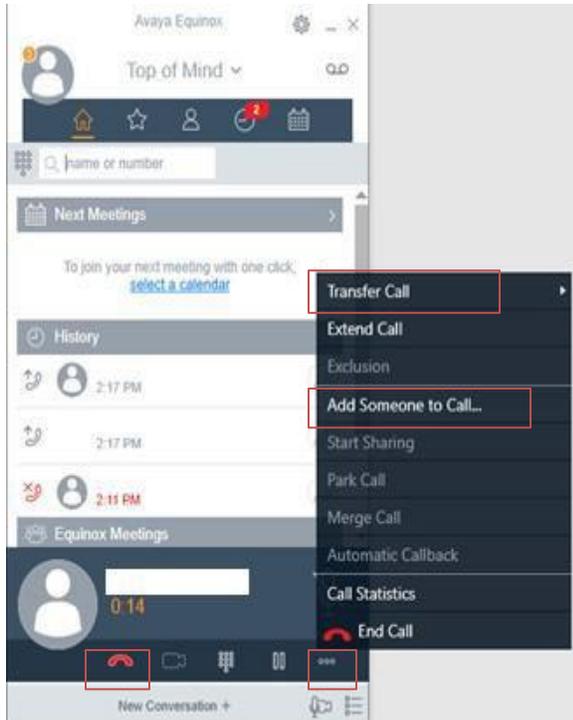
## RECEIVING AND IGNORING A CALL



1. Click the green phone icon at the bottom of the window to answer the call

2. Click on the red phone icon at the bottom of the window to ignore the call

## TRANSFER AND SOMEONE TO A CALL



1. Click the three dots at the bottom right of the window
2. Transfer to a number or add a number to the call by clicking the option and typing in the number.

## END A CALL

1. Click the red icon at the bottom left or the drop down that says end call

*If you require set up or run into any difficulty, please contact Helpdesk at 416-756-6074.*