

## Activating the HDMI Display

- If the UC360 screen is dark, press Home .
- Ensure that the HDMI monitor is turned on.

## Adjusting the Camera for a Video Call

1. Before a video call, tap the camera icon .
2. Check that the camera is positioned at the best angle.

## Making an Audio or Video Conference Call

1. Tap a phone.



The Contacts app is displayed.

2. Select a caller from the Contacts list or use the Dial Pad.
3. Tap the number to call.

If your UC360 and the party is video-enabled, a video connection is established.

4. Tap another phone to add a 2nd or 3rd party.

## Displaying a Presentation on a Video Call

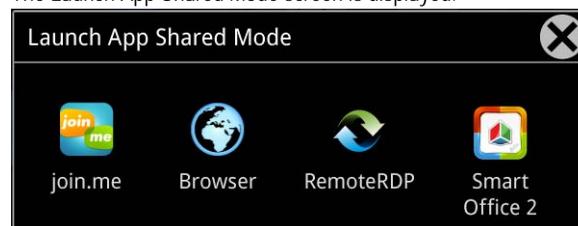
An application can be **shared** or **non-shared**. A non-shared application appears only on the UC360 display screen.

A shared application is displayed on the conference room HDMI monitor and can be sent to remote conference parties via video streams, if enabled.

1. On the UC360 screen, tap  to share the app.

Or press Menu  and  for a non-shared app.

The Launch App Shared Mode screen is displayed.

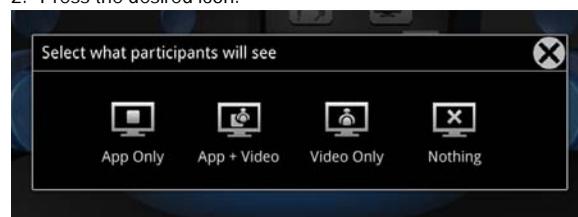


2. Select the app you wish to use.

## Selecting What Participants Will See in a Video Conference Call

After you have launched the App, you can choose what participants will see: App Only, App + Video, Video Only, or Nothing.

1. Press , then .
2. Press the desired icon.



If you wish to quickly display nothing on the HDMI monitor for confidentiality reasons:

- Press , then , and select Nothing .

## Using Picsele® SmartOffice™

1. Insert your USB flash drive or micro SD card, if needed.
2. Tap  on the UC360 touch screen.
3. Select SmartOffice2.
4. Navigate to the document you wish to use in Dropbox™, Google® Docs or Box.net, or to the file on the flash drive or SD card.

## Using Remote Desktop (RDP)

1. Tap  on the UC360 touch screen.
2. Tap **RemoteRDP** for Remote Desktop.
3. If your computer name has not been preset by the administrator, tap the Host/IP field and enter your computer name.

**NOTE:** If you use a USB flash drive, your computer name will be saved for future use.

4. Press **Connect**.  
Your Windows Login screen is shown.
5. Click **OK**.
6. Enter your username and password.
7. Navigate to the application you wish to use on your desktop.
8. Use the external mouse and keyboard to navigate the display.

## Using the Browser

1. Tap  on the UC360 touch screen and select Browser.
2. Navigate to your web-based email, Google accounts, cloud-enabled documents, web-based content, and so forth.

While browsing, you can use the  to go back in the browser.

You can launch a link from a browser-based email or calendar event to launch a new web page, for example, a Mitel MCA conference link.

## Dial Phone Numbers

1. Open Gmail or Outlook in the browser.
2. Click on the contact number.  
The Contacts App opens.
3. Append a 9 or any other digit to dial an outside line.
4. Tap  on the dial pad to make call.

## Ending the Session and Cleaning Up

1. Press End Conference .
2. Press Clean-up  at the bottom of the screen.
3. Press **Yes** when prompted by the dialog "Would you like to delete the history of this session?" This will clear personal information.

## Cleaning the UC360 Display Screen

1. Press Menu  then Settings .
2. Tap **Clean Mode**.
3. When the screen is clean, hold  for 3 seconds to exit Clean Mode.

## Gestures

Tap: Simply tap your finger on what you want to interact with.

Flick: Quick movement, right or left, up or down.

## Brightness

1. Press Menu .
2. Press Settings .
3. Tap **Brightness** and drag the slider to the desired brightness.
4. Press **OK**.

## Adjusting the In-Call Volume

- Press the volume button  during a call.

## Adjusting the Ringer Volume

- Press the volume button  during ringing.

## QUICK REFERENCE GUIDE

### Answering an Incoming Call

An incoming call appears on the call fly-out bar.



- Tap  and add the caller directly to the conference.

You can answer subsequent incoming calls, once the first caller has been added to the conference.

- Tap  and talk to the caller.

### Making a Consultation Call

You can make and receive calls outside of the existing conference.

**NOTE:** There must be an active call to make a consultation call.

1. Tap .



The Contacts app is displayed.

2. Select the contact and make the call.

**NOTE:** You cannot add a consultation call to a conference when the maximum three external party limit is reached.

### Switching Between a Conference Call and a Consultation Call

To switch between the conference call and a consultation call.

- While in a conference, tap . You are connected to the caller. The conference participants are still connected to each other.
- To go back to the conference, put the consultation call on hold by tapping anywhere outside of the call fly-out bar.

### Hold

- Tap Hold  for the individual participant.
- Tap again to retrieve the call or press the flashing red ring around the conference avatar.

To put the entire conference on hold, place each party on hold.

In a video call, video is blocked in both directions.

### Muting a Conference Call

- Press Mute .
- Press again to unmute.

In a video call, remote participants can still see your video.

### UC360 Product Variants

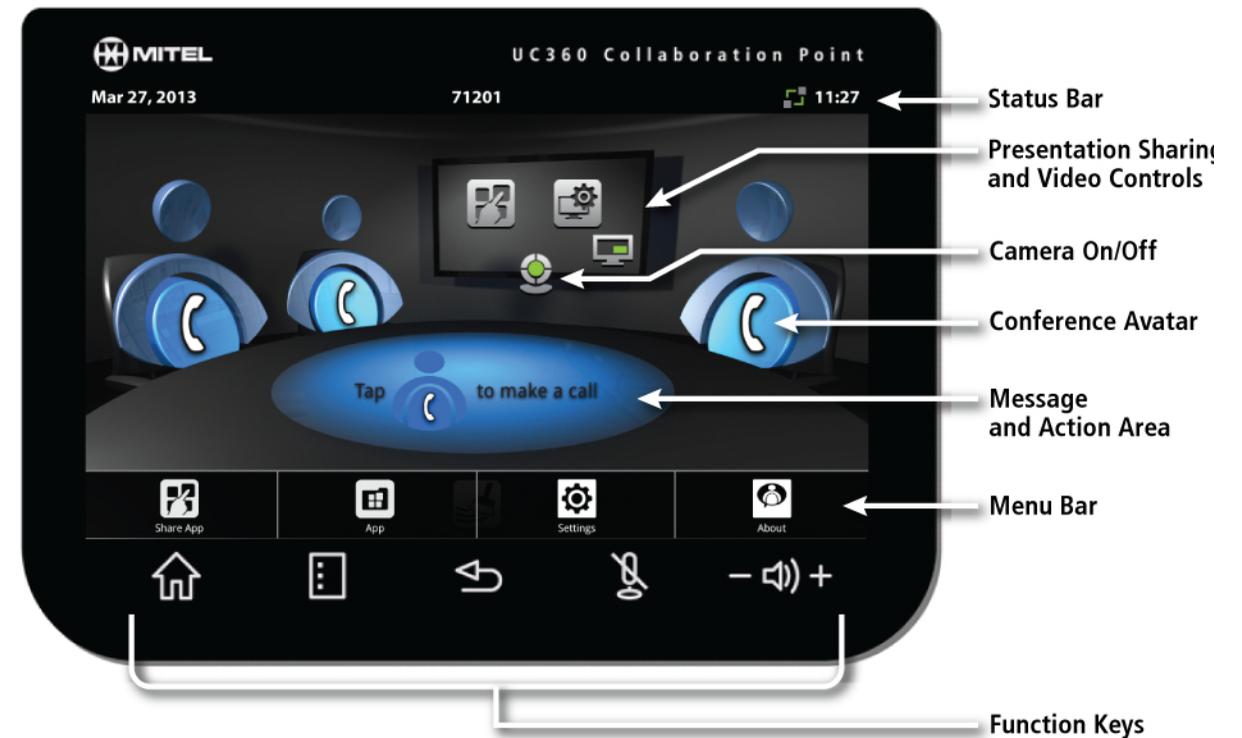
The UC360 Collaboration Point comes in two product variants:

- Audio and In-Room Presentation
- Video and Remote Collaboration

If you have **Video**, you have all the features described in this card. For **Audio**, you will not be able to use the Video and Remote Collaboration capabilities.

### More Information

Refer to the *UC360 User Guide* on [www.mitel.edocs.com](http://www.mitel.edocs.com).



### Function Keys

-  Home Go to the Home screen
-  Menu Display the Menu bar
-  Back Go back one menu or to the previous screen
-  Mute Turn off the microphone
-  Volume Increase or decrease the volume

### App, Video, and Camera Controls

-  Red - turn off the camera
-  Green - turn on the camera
-  Red - turn off the picture
-  Green - turn on the picture
-  Launch a shared app
-  Select what participants will see