Activating the HDMI Display

- If the UC360 screen is dark, press Home 🏠 .

- Ensure that the HDMI device is turned on.

Adjusting the Camera for a Video Call

1. Before a video call, tap 📷 on the UC360 display.

2. Tap 👤 to turn on your local camera.

3. Check that the camera is positioned at the best angle.

NOTE: For an Audio-Enabled UC360, the Camera Control icon and Camera Status icons are not available.

Adding Calls to a Conference

An incoming call appears on a conference avatar.

- Tap 📞 to answer the call. You can talk with the caller.

  The first call is automatically added to the conference.

When subsequent calls arrive:

- Tap 📞 to talk with the caller, and tap 👥 to add the caller to the conference.

- You can tap 👥 to ignore the call.

Making a Call

Using the Keypad or Redial

- Tap 📞 or 📹 and enter a number.

- Or press Redial ▼ and select a number from the Redial list.

- Press Call .

Using Contacts

- Tap 👥 to open contacts.

- Select a contact to call.

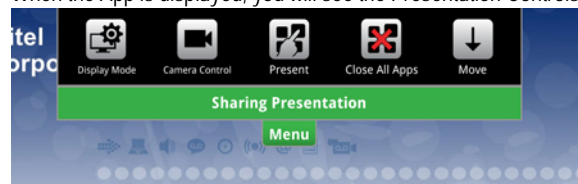If your UC360 and the external party is video-enabled, a video connection is established.

Displaying a Presentation

1. On the UC360 screen, tap **Present** 📱 to launch an application for your presentation.

2. Select the app you wish to use.

The external UC360 parties connected via video will automatically see the presentation.

Using the Presentation Controls

When the App is displayed, you will see the Presentation Controls:

The window closes several seconds after it is displayed. It also indicates whether you are sharing or not sharing a presentation.

These controls allow you to do the following:

- Tap Menu to open or close the Presentation Controls.

- Tap 📱 to select what participants will see on the HDMI display (see **Using Display Mode** below).

- Tap 📹 to access camera options (see Using Camera Control below).

- Tap 📱 to open a new App.

- You can press ✖ to Close all Apps.

- Tap ↓ to move the control to the bottom of the screen.

Using Camera Control

Camera Control lets you change the camera status at any point during a call. The options available depend on the state of the call.

- Tap 📹 on the UC360 display or from Menu during a presentation to change the camera status.

- Press the desired icon: Turn Camera On or Off, Turn Self View On or Off, or Turn Picture-in-Picture (PIP) On or Off.

Using Display Mode

After you have launched an App, Display Mode lets you choose what the participants will see. The options available depend on the state of the call.

1. Tap 📱 to select what participants will see on the HDMI display.

2. Press the desired icon: App Only, App + Video, Video Only, or Nothing.

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

- Press 📱 and select Nothing ✖ .

Using Mitel MiCollab Conference

You can easily launch MiCollab Conference from the UC360.

1. Tap 📱 on the UC360 touch screen.

2. Tap MiCollab Conference 🌐 .

3. Select either Add Server ➕ and add a server if necessary, or select an MCA Server from the list by tapping on the server name in the upper left corner.

4. Enter access code (using the keyboard).

5. Tap ▶ to join the conference.

6. Tap ❓ for more information.

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.

Using Picsel® SmartOffice™

1. Insert your USB flash drive or micro SD card, if needed.

2. Tap 📱 on the UC360 touch screen and select 📁 or SmartOffice2.

3. 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.

MITEL®

Using Remote Desktop (RDP)

1. Tap [icon] on the UC360 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 or IP address.

NOTE: You can save your computer name/IP address to a USB flash drive for future use.

4. Press **Connect** and login to your remote computer.

5. Navigate to the application you wish to use on your desktop.

6. Use the external mouse and keyboard to navigate the display.

Hold

- Tap Hold [icon] 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 [icon].

You will see a red light above the mute button when muted.

- Press again to unmute.

If desired, turn your video off by pressing [icon] and then [icon].

Ending the Session and Cleaning Up

1. Press End Conference [icon].

2. Press Close All Apps [icon] at the bottom of the screen.

   Press **Yes** when prompted by the dialog "Would you like to close all applications, clear login credentials and browser history?"

   This will clear personal information.

Cleaning the UC360 Display Screen

1. Press Menu [icon] then Settings [icon].

2. Tap **Clean Mode.**

3. When the screen is clean, hold [icon] for 3 seconds to exit Clean Mode.

Brightness

1. Press Menu [icon].

2. Press Settings [icon].

3. Tap **Brightness** and drag the slider to the desired brightness.

4. Press **OK**.

Adjusting the In-Call Volume

- Press the volume button [icon] during a call.

Adjusting the Ringer Volume

- Press the volume button [icon] during ringing.

Accessing Help

- Press [icon] on any screen to access help for the active screen.

More Information

Refer to the *UC360 User Guide* on www.mitel.edocs.com.

Function Keys

Icon	Function
[home]	**Home** - Go to the Home screen
[menu]	**Menu** - Display the Menu bar
[back]	**Back** - Go back one menu or to the previous screen
[mute]	**Mute** - Turn off the microphone
[volume]	**Volume** - Increase or decrease the volume

App, Display Mode, and Camera Controls

Icon	Function
[phone] [phone]	Phone only - Open the keypad to dial an audio call. Phone and camera - Open the keypad to make an audio/video call
[contacts]	Open Contacts App to select a contact to dial.
[share]	Launch a shared app
[close]	Close All Apps and delete data
[camera]	Turn camera control on
[display]	Select what participants will see

Status Bar

Display Mode and Camera Control

Conference Avatar

Message and Action Area

Help

Function Keys