Making a Call

- Tap 📞 and enter a number, then press Call
- OR Tap 📞 to open contacts and select a contact to call.

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.

Muting a Conference Call

- Press Mute 🔊.

You will see a red light displayed above the mute button while muted.
- Press again to unmute.

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 the second call arrives:
- Tap 📞 to talk with the caller, and tap 🗣️ to add the caller to the conference. You can tap 🗣️ to ignore the call.
Adjusting the In-Call Volume  
• Press the volume button during a call.

Adjusting the Ringer Volume  
• Press the volume button during ringing.

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 Controls
- Phone - Open the keypad to dial an audio call
- Open Contacts App to select a contact to dial.
- Close All Apps and delete data

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

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.

Accessing Help
• Press on any screen to access help for the active screen.

More Information
Contact ITS Service Desk @ ext. 3700.