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.

Making a Call
Using the Keypad or Redial
- Tap or and enter a number.
- Or press and select a number from the Redial list.
- Press Call.

Using Contacts
- Tap to open contacts.
- Select a contact to call.

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:

- Tap 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 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 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.

1. Tap on the UC360 display or from during a presentation to change the camera status.
2. 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
- 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
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 on the UC360 display or from during a presentation to change the camera status.
2. 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 Camera Control
- Tap on the UC360 display or from 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 Remote Desktop (RDP)

1. Tap 📔 on the UC360 screen.
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 log in 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 🕒 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 .
  You will see a red light above the mute button when muted.
- Press again to unmute.

**More 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.

### 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.

### Accessing Help

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

### More Information


### Function Keys

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📏</td>
<td>Go to the Home screen</td>
</tr>
<tr>
<td>📌</td>
<td>Display the Menu bar</td>
</tr>
<tr>
<td>🔼</td>
<td>Go back one menu or to the previous screen</td>
</tr>
<tr>
<td>🛑</td>
<td>Turn off the microphone</td>
</tr>
<tr>
<td>🔊</td>
<td>Increase or decrease the volume</td>
</tr>
<tr>
<td>🕒</td>
<td>Turn camera control on</td>
</tr>
<tr>
<td>🔍</td>
<td>Select what participants will see</td>
</tr>
</tbody>
</table>

**App, Display Mode, and Camera Controls**

- Phone only - Open the keypad to dial an audio call
- Phone and camera - Open the keypad to make an audio/video call
- Open Contacts App to select a contact to dial.
- Launch a shared app
- Close All Apps and delete data
- Turn camera control on