Quick Reference Guide

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.

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.

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

Adjusting the In-Call Volume
• Press the volume button ➡️ during a call.

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

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

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

More Information
For additional information or to report a problem, call the ITS Support Center at 459-HELP and select Option 4 or open a ticket at http://itrequest.usc.edu.