

## 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.

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.

### Adjusting the In-Call Volume

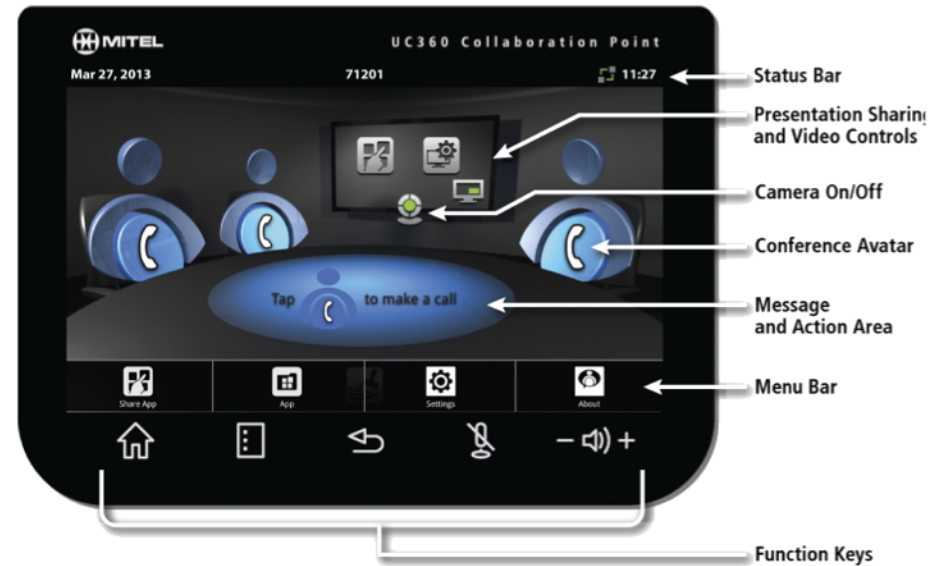
- Press the volume button  during a call.

### Adjusting the Ringer Volume

- Press the volume button  during ringing.

### 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.ucsc.edu>.



### 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            |