


## 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.




## Making a Call

- Tap  and enter a number, then press .
- 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.






## 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 .
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

Refer to the *UC360 User Guide for Clearspan* on [www.mitel.edocs.com](http://www.mitel.edocs.com).