



About Avaya

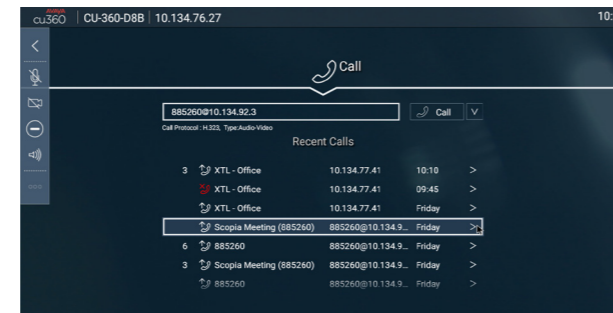
Businesses are built on the experiences they provide and every day millions of those experiences are built by Avaya (NYSE:AVYA). For over one hundred years, we've enabled organizations around the globe to win—by creating intelligent communications experiences for customers and employees. Avaya builds open, converged and innovative solutions to enhance and simplify communications and collaboration—in the cloud, on premise, or a hybrid of both. To grow your business, we're committed to innovation, partnership, and a relentless focus on what's next. We're the technology company you trust to help you deliver Experiences that Matter. Visit us at www.avaya.com.



© 2020 Avaya Inc. All Rights Reserved. Avaya and the Avaya logo are trademarks of Avaya Inc. and are registered in the United States and other countries. All other trademarks identified by ®, TM, or SM are registered marks, trademarks, and service marks, respectively, of Avaya Inc.
10/20 • 700514479 - Avaya Collaboration Unit CU360 - QT

Adding Contacts from Recent Calls

From the Recent Calls section, use the right arrow to choose the desired call and then select Add to Favorites.



Restricted mode

An advanced settings in the Security section allows locking the CU360 in “restricted mode”. When the system is in “restricted mode”, Android features are locked, and the device acts in “kiosk mode”, as pure videoconferencing device. The Advanced Settings are password covered, accessible only to System Admin.

Power over Ethernet

If PoE is needed to power the device, please CU360 PoE splitter (700514935) and follow the instructions in the quick setup guide: (<https://downloads.avaya.com/css/P8/documents/101059640>).

How to join a Meeting via Outlook Calendar:

1. From the endpoint's main menu, select **Calendar** This displays the scheduled meetings for today.
2. Before your meeting starts, the CU360 Series displays a notification in the title bar of the endpoint interface as a reminder of the meeting start time. When the meeting is about to start, you are invited to join.
3. If the meeting has already started, select **Join Now**.

For further details about how to enable the Outlook Calendar see *Avaya CU360 Series Deployment Guide* available at (<https://support.avaya.com>)

Joining an Avaya Spaces Cloud Meeting

You can use the Avaya Spaces mobile application or the Avaya Spaces Web PC/MAC Client to invite your CU360 Series Endpoint to an Avaya Spaces Meeting. If the CU360 Endpoint can connect to the remote Avaya Spaces Cloud Service, a QR Barcode and also a string Verification Code appears on the home page of the CU360 Series Endpoint.

To invite the CU360 Series Endpoint in Avaya Spaces using the **Avaya Spaces Mobile App**:

1. Connect your Avaya Spaces Mobile App to the desired Spaces Meeting.
2. Scan the QR Barcode with your Mobile App.



To invite the CU360 Series Endpoint in Avaya Spaces using the **Avaya Spaces PC/MAC Web Client**:

1. Connect your Avaya Spaces PC/MAC Web Client to the desired Spaces Meeting.
2. Insert the Verification Code into the Meeting Web Page.



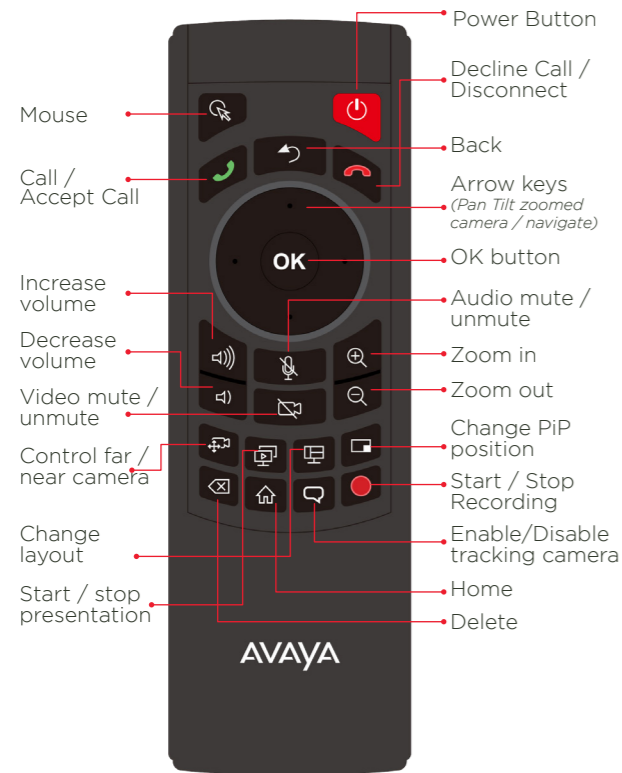
Please refer to the *Deployment Guide* on the Avaya Support Site (<https://support.avaya.com>) for more details if needed.



Avaya Collaboration Unit CU360 Quick Tips

Before You Begin

The remote control provided in the box is a pre-paired wireless device. If a new remote is used, out of the box, please follow the pairing procedure described in the customer letter provided with the accessory. Once paired, press the power button on the remote control.



Control the Avaya CU360

You have several choices for controlling the Avaya CU360:

Using a HDMI Display:

- You can use the remote control.
- You can use an Android™ compatible keyboard / mouse wired or wireless (not included).
- You can use an Android™ compatible touch-screen monitor.

Using a Tablet or Smart Phone

You can use the Avaya Collaboration Control App.

This application can be downloaded from either the Apple App Store or Google Play Store.

Use the default password (1234) when prompted by the Avaya Collaboration Control.

Using your preferred Internet Browser

Go to <https://<CU-360 IP Address>> and insert the default User/ Password = Admin/1234 when requested.

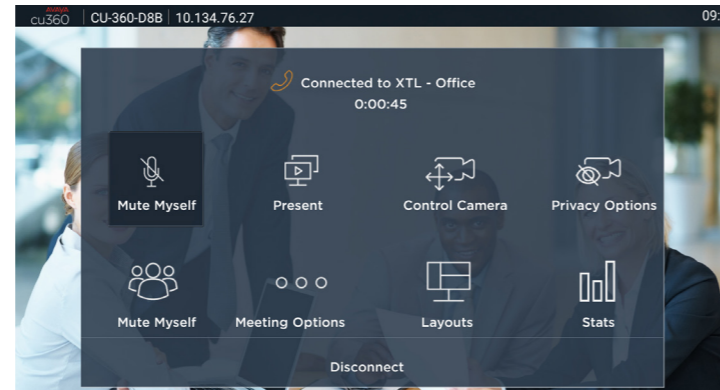
Answering a Call

Accept call by selecting the **OK** Key or the **Call Button**.



Accessing Videoconferencing Features

During a videoconference, press **OK** on the remote control or the icon on the floating bar to access all available videoconferencing features from the meeting menu.



Making a Video Call

Dial to the Remote Endpoint IP Address / Number or Virtual Room URI / Number and press **Call** .

Ending a Call

Select **Disconnect** on the Remote Control.

Share Content

- Download and launch the Avaya Workplace Client for Windows or Mac from Apple App Store or Windows App Store, or the Avaya Conference Client from the CU-360 Web Home Page.
- Right click the icon of Avaya Workplace Client or Avaya Conference in the system tray and select **Screen Link > Search for an endpoint** or **Screen Link > Enter a manual location**. If manual location is selected, enter the IP address displayed in the top left of the CU360 screen. Enter the password.
- Enter the IP address of the endpoint displayed in the top left of the CU360 screen.
- Enter the password displayed and your presentation will start.
- The Present button can be toggled to start and stop the presentation.

Use “Split and Share”

- Toggle to the “Present” button and select “App”.
- The display will split into two parts. The dimensions of the two parts can be adjusted. Press **“Present”** again to start sharing.

Use the video grabber

- Purchase the CU360 Optional cable kit (700513898)
- Connect the video grabber following the instructions in the quick setup guide of the device (<https://downloads.avaya.com/css/P8/documents/101059641>)
- Press the “Present” button and select “USB”.

Recording the Videoconference

- Connect a USB storage device to the USB port on the CU360 back panel.
- From the meeting menu, select OK, and select Meeting Options > Recording.
- The meeting will be recorded in MP4 format, up to 720p30 resolution.
- Select Record The remaining time available for recording will be displayed.

