One Remote Control

2 AAA batteries

Please dispose the used batteries in appropriate recycling facilities, or at designated drop-off sites in your community.

Wall mount

4 screws 4*40mm
4 plug 6*40mm
1 tripod UNC screw

One HDMI Cable

90 degree HDMI adapter

One Power Adapter

220V and 110V with regional converters

One Rubber Cap

Avaya CU360 Collaboration Unit
### Setting Up the Device

1. Place the CU360 above the TV, and use its hinge to secure it.
2. Plug the HDMI cable into the TV and CU360.
3. Plug in the power adapter.

**NOTE:** if you are not using WiFi, make sure to connect a LAN / Ethernet cable.

### Video Privacy

Use the rubber cap to cover the camera for privacy.

### CONTROLLING THE CU360: USING THE WEB

1. When the CU360 is connected to the TV and your Network, the IP address (X.X.X.X) will be displayed in the top left corner of the screen.
2. Using a device connected to the same network, type http://[IP ADDRESS] into the web browser.
3. Enter the default user name of **Admin** and the password **1234**.
4. A Configuration Wizard will be initiated (only if the system has not yet been configured).

More details about system configuration can be found in the CU360 User Guide, available at: support.avaya.com
CONTROLLING THE CU360: USING THE REMOTE CONTROL

- Mouse
- Call / Accept Call
- Arrow keys (Pan Tilt zoomed camera / navigate)
- Increase volume
- Decrease volume
- Control far / near camera
- Delete
- Start / Stop presentation

- Power Button
- Decline Call / Disconnect
- Back
- OK button
- Zoom in
- Zoom out
- Audio mute / unmute
- Change PiP position
- Change layout
- Start / Stop Recording
- Enable/Disable tracking camera
- Home
- Video mute / unmute

Function key (enables/disables yellow digits / symbols)

Arrow keys (Pan Tilt zoomed camera / navigate)

Battery cover (push and slide for opening)
USE THE REMOTE CONTROL

The remote control provided in the box is pre-paired. Please ensure that the batteries are inserted inside the remote control wireless device. If a new remote is used, out of the box, please follow the pairing procedure reported in next section of this guide.

PAIRING THE REMOTE CONTROL

Your remote control is a wireless control device, pre-paired with your CU360 unit. If you are using a new optional remote control, or your remote control is not paired, please follow the below procedure.
1. Check that the remote control is equipped with 2 AAA charged batteries.
2. Unplug the codec unit from power.
3. Press the **Back** key and the **OK** key together, until the small **blue LED** on top of the remote quickly flashes a few times.
4. While the **LED** light is still flashing, plug the codec unit into power while keeping the remote control close to the unit. The remote control led should stop flashing to show successful pair.
5. If the pairing fails, disconnect all the cables from the CU, including USB and repeat the procedure.

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CU360 SETUP: QUICK SETUP

1. Choose the language
2. Choose between “Yes, Avaya Spaces Room App” or “No, Multiple Meeting Services”.
3. Selecting “No, Multiple Meeting Services” choose among the options:
   - Easy to start
   - Autoprovisioning
   - Manual setup

**SPACES MEETING**

Selecting “Yes, Avaya Spaces Room App” the steps are:

1. Insert the Device Name for the Space meeting.

2. Code to Join the Spaces Room is displayed:
   - QR code, or
   - Verification Code

3. To pair the CU360 to the meeting Frame the QR code with your Avaya Spaces app on mobile; or insert the verification code in “Join Spaces Room” inside your Spaces web page.

**CU360 SETUP: EASY TO START**

1. Enter your email and select Next.
2. Select the environment among the available options and select Next.
4. Enter your credentials and select Next.
CU360 SETUP: AUTOPROVISIONING
1. Select your language and select Next.
2. If you received an auto provisioning service code, enter it and select Next.
3. Otherwise, just select Next to continue with the manual setup process.

CU360 SETUP: MANUAL PROCESS
Please complete the following steps, select Next after completing each item.
2. Configure Network Settings.
3. Configure Gatekeeper (if H.323 is enabled).
4. Configure SIP Server (if SIP is enabled).

B109 SETUP:
To add the optional Avaya B109 as Bluetooth microphone for the Avaya CU360, please follow these steps.
1. On Avaya CU360
   - Enable Configure > General > Advanced Settings = Yes
   - Select Configure > Advanced (default PIN is 1234)
   - Select Configure > Advanced > System > Security > Settings > Bluetooth
   - Turn on the Bluetooth on your CU360.
2. Hold 🔄 down for two seconds on the Avaya B109. This makes the B109 visible to CU360. The 🔄 icon is displayed on your B109 and the LEDs flash blue.

3. In the selected Bluetooth settings window of the CU360, the Avaya B109 will appear in the list of the available devices. Select the Avaya B109 from the list of devices and select pairing. It may take awhile for the devices to find one another. The devices are paired and usually automatically connect to one another. The 🔄 icon is displayed on the B109.

4. After 60 seconds in pairing mode, the B109 returns to normal mode even if pairing has not been established.

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**IMPORTANT NOTICE**

Read all safety, installation, and user documentation prior to installing or operating this product. To view and download safety, installation, and user documentation go to Avaya’s support web site at [support.avaya.com](http://support.avaya.com). Check this site frequently for any updates.

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