audiocodes 450HD+EXP Guide

## Editing a Speed Dial -. To edit a Speed Dial:

1. Users of the 450HD phone with the Expansion Module can configure up to 22 speed dials and 1-8 Function Keys. On the phone's Expansion Unit Module, long press the button with the three dots to start configuring Speed Dials
2. Use the Navigation control to navigate to and select **Speed Dial.**

3. Configure the 'Number' and 'Key Label' or **Select from Directory** option. Touch **Save**.

Note: To ensure contact information is up-to-date please have your Department's Designated Approver update all user's phone numbers in the UCF Phonebook. This information would need to be updated before creating a Speed Dial to properly display user's online presence.

Performing a Consultative Transfer -To perform a consultative transfer:

1. In a call with Steve, he asks you - Alan - to transfer him to Hilary. Press **the Call Menu** softkey and then select **Consultation transfer**.
2. Enter Hilary's number and then select **Dial**. Hilary's phone (4697) rings and Hilary answers.
3. Consult with Hilary and then press the **Transfe**r softkey - or press the **TRANSFER** key on the phone. Hilary is connected to Steve and you (Alan) are disconnected
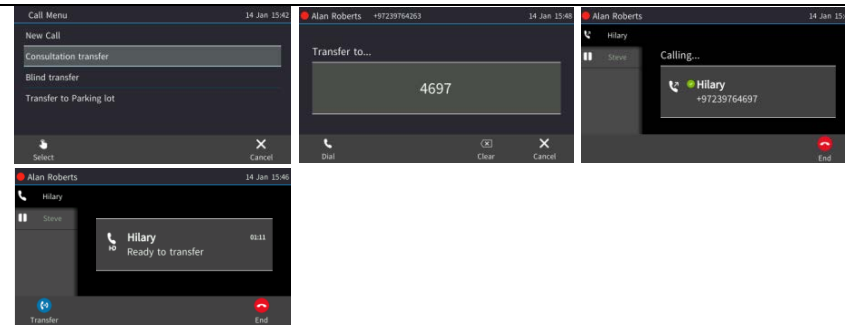
Establish a Conference Call - To establish a conf. call

1. In the phone's idle screen, press the **Meet Now** softkey and then the **Add** softkey
2. Enter in the users extension or phone number then press the **Dial** softkey.
3. After adding a participant to a conference, you can add other participants in the same way.
4. To end the conference call, hang up the phone or press the **End** softkey.
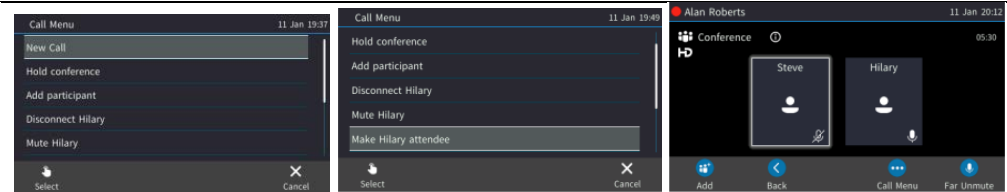
PIN Login: - PIN authorization

1. Press the Sign In button.
2. Select the PIN code option and press the Select button.
3. Enter the last 5 digits of your assigned phone number.

4. Push the down arrow to select Pin code.
5. Enter the provided PIN code that was sent through email.
6. Push the Sign in button.

Resetting your Pin:

1. Navigate to https://dialin.ucf.edu/
2. Select "Sign In" near the center of the page
3. Choose your preferred language and select "Sign In" again

4. Find the "Reset your PIN" option near the center of the page
5. Enter your new pin and confirm it, then select "OK"
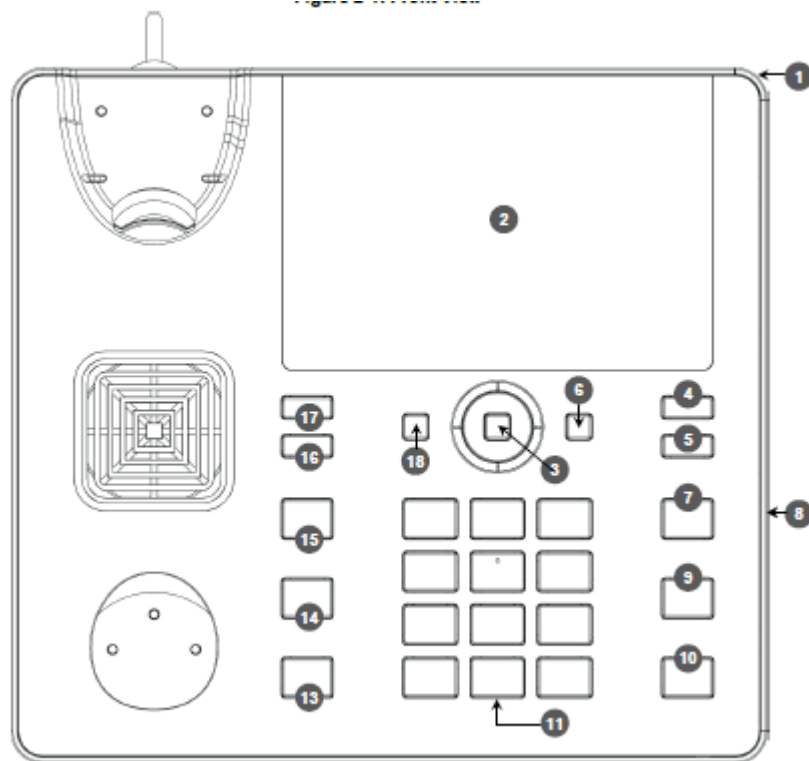6. Your new PIN is now set.

Figure 2-1: Front View

Table 2-1: Font View Description

Item #	Label/Name	Description
1	Ring LED	Indicates phone status: • Green: Idle state • Flashing blue: Incoming call (ringing) • Red: Answered call
2	TFT touch screen	Thin Film Transistor touch screen, a type of LCD (Liquid Crystal Display) interactive screen which displays calling information and lets you configure phone features by touching the glass.
3	Navigation	• Press the button's upper rim to scroll up menus/items in the touch screen.
	Control / OK	• Press the button's lower rim to scroll down. • Press the button's left or right rim to move the cursor left or right (when editing a contact number for example). • Press OK to select a menu/item/option.
4	Voicemail	Retrieves voicemail messages.
5	CONTACTS	Press to directly access the 'Favorites' directory. Other directories can be accessed from the 'Favorites' screen.
6	MENU	Accesses menus: • Call Log • Calendar • Keys • Settings • Device Status • Administration • Favorites • Log upload.
7	REDIAL	Accesses a list of recently dialed numbers; one can be selected to redial.
8	Kensington lock	Allows locking the device.
9	TRANSFER	Transfers a call.
10	HOLD	Places an active call on hold.
11	Alphanumerical Keypad	Keys for entering numbers, alphabetical letters and symbols (e.g., colons)
12	Microphone	Allows talking and listening. The network administrator can disable it if required.
13	SPEAKER	Activates the speakerphone, allowing a hands-free conversation.
14	HEADSET	Activates a call using an external headset.
15	MUTE	Mutes a call.
16	▲ VOL	Increases or decreases the volume of the handset, headset, speakerphone, ring tone and call progress tones.
17	▼ VOL	
18	x	Cancel an action, such as dialing a number, after beginning it.