Using the People Screen

1. Through the screen, users can see all their contacts and create and manage contact groups to organize their contacts. The screen can also be accessed from the hard CONTACTS button on the phone.
2. In the phone’s idle screen, press the People softkey and then touch the + icon.

Using the Calls Screen

1. Touching the Phone icon in the Calls screen allows you to make a call by entering the name of a contact. Alternatively, select a call listed in the Calls screen, and then touch the Phone icon. You can also press the digit keys on the phone’s dial pad to enter the phone number.
2. The phone’s Calls screen also displays missed, received and dialed calls.
3. To access Speed Dials on this screen use the People Screen to configure your favorites.

Using the Meetings Screen

1. In the phone’s idle screen, press the Meetings softkey and then touch the + icon. Touch the Title field to enter a title for the meeting.
2. Touch Next, and then touch Add Participants. Enter in the name of participant you would like to add.
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.

Sign In:

1. After connecting to the network, touch the Sign In button.
2. Enter your username (nid@ucf.edu).
3. Enter your password (the same as your Microsoft Exchange Password).
4. Select a UCF multi-factor authentication method to continue Sign In (Push, Text or Call) to verify your identity.
5. After successful sign-in select Personal or Shared use.

To sign in from another device:

1. Touch the Sign In button, and then select the Sign in from another device option.
2. In the Web browser, navigate to https://microsoft.com/deviceoign
3. In the Microsoft Web page, enter the code shown on the C450HD screen, and then complete the process by entering your username and password.
Setting your Teams Calling Settings

1. In the Calls screen (or People screen, Calendar screen or Voicemail screen), touch the phone menu and select the Settings option.
2. Touch Calls in the Menu to open the Calls Screen.

Incoming Calls Options
- **Call forwarding.** Toggle to enable automatically redirecting an incoming call to another destination.
- **Forward to.** Only displayed if the previous setting is enabled. Defines the destination to which to forward incoming calls.
- **Also ring.** Only displayed if 'Call forwarding' is disabled. Select either Off, Contact or number, or Call group.
- **If unanswered.** Only displayed if 'Call forwarding' is disabled. Defines the destination to which to forward unanswered incoming calls. Select either Off, Voicemail, Contact or number, or Call group.

Pairing Bluetooth

1. In the Calls screen (or People screen, Calendar screen or Voicemail screen), touch the phone menu and select the Manage Devices option.
2. View the displayed available device to connect to. Click on the name of the device to pair the device with your Audiocodes C450 phone.
3. Check the device and make sure pairing was successful.

Using your Phone