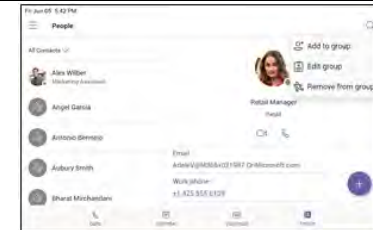


Using the People Screen

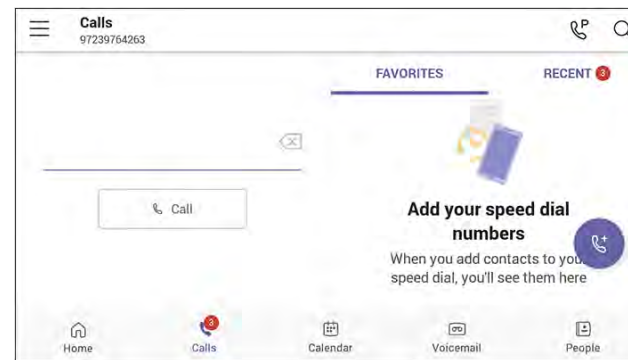
1. Through the screen, users can see all their contacts and create and manage contact groups to organize their contacts. The screen can also be accessed from the hard **CONTACTS** button on the phone.
2. In the phone's idle screen, press the **People** softkey and then touch the **+** icon.

3. Choose from **Add from Directory**, or **Create new Group**.
4. Enter in the name of Group you would like to create or edit, and then search for the person you would like to add to the group or to your **Speed Dials**.



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

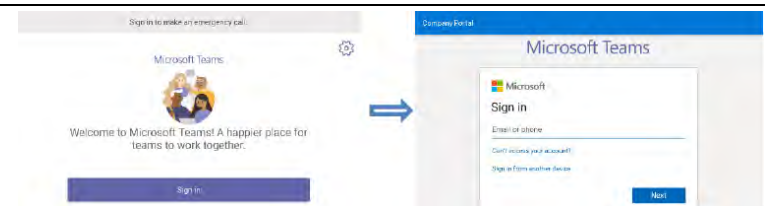
1. In the phone's idle screen, press the **Meetings** softkey and then touch the **+** icon. Touch the **Title field** to enter a title for the meeting.
2. Touch **Next**, and then touch **Add Participants**. Enter in the name of participant you would like to add.
3. After adding a participant to a conference, you can add other participants in the same way.
4. To end the conference call, hang up the phone or press the **End** softkey.



Signing 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).

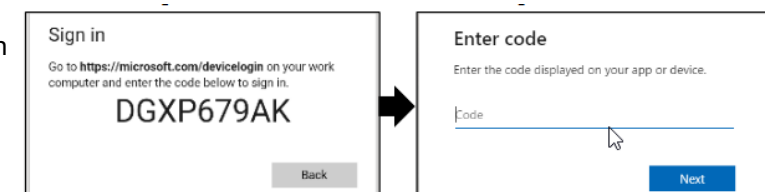
4. Select a UCF multi-factor authentication method to continue Sign In (Push, Text or Call) to verify your identity.
5. After successful sign-in select **Personal** or **Shared use**.



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/devicelogin>
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.

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**.



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 enables automatically redirecting an incoming call to another destination.

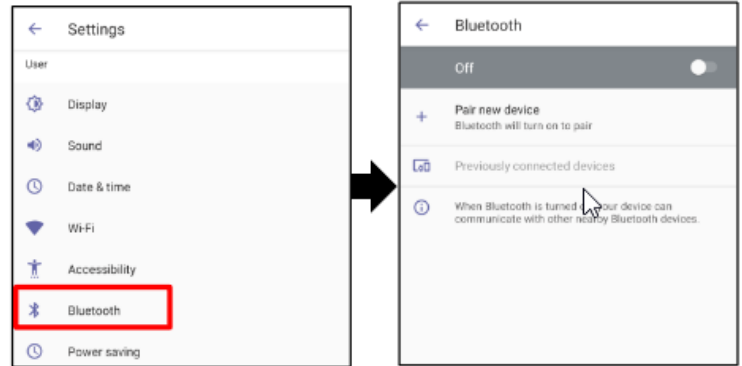
■ **Forward to.** Only displayed if the previous setting is enabled. Defines the destination to which to forward incoming calls.

■ **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

