C oudiocodes **Teams Phone** C470HD Guide **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.
- In the phone's idle screen, press the People softkey and then touch the + 2. 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.
- The phone's Calls screen also displays missed, received and dialed calls. 2.
- 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.
- Touch Next, and then touch Add Participants. Enter in the name of participant 2. you would like to add.
- After adding a participant to a conference, you can add other participants in the 3. same wav.
- 4. To end the conference call, hang up the phone or press the **End** softkey.

Signing In:

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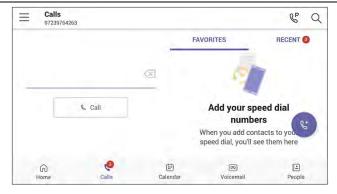
2.

3.

- After connecting to the network, touch the **Sign In** buton. Select a UCF multi-factor 4. **Microsoft Teams** Enter your username (nid@ucf.edu). authentication method to continue Sign Microsoft Team In (Push, Text or Call) to verify your Microsoft Enter your password (the same as your Microsoft Exchange Sign in identity. Password). e to Microsoft Teams! A happier place for Ensell or pho ams to work togethe After successful sign-in select To sign in from another device: Personal or Shared use. Touch the Sign In button, and then select the Sign in from Select a UCF multi-factor 4. Sign in another device option. Enter code authentication method to continue Sign Go to https://microsoft.com/devicelogin on your work In the Web browser, navigate to https://microsoft.com/ Enter the code displayed on your app or device In (Push, Text or Call) to verify your computer and enter the code below to sign in. devicelogin identity. DGXP679AK Code In the Microsoft Web page, enter the code shown on the 5. After successful sign-in select
 - C450HD screen, and then complete the process by entering Personal or Shared use. your username and password.

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.





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UCF IT Support Center

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Setting your Teams Calling Settings

- 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.

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Pairing Bluetooth

- 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.
- Check the device and make sure pairing was successful

÷	Settings		←	Bluetooth
User				Off 🔷 🔊
۲	Display		+	Pair new device Bluetooth will turn on to pair
۲	Sound		60	Previously connected devices
O	Date & time	┢		N
•	WI-Fi		0	When Bluetooth is turned about device can communicate with other nearby Bluetooth devices.
Ť	Accessibility			
*	Bluetooth			
C	Power saving			

Using your Phone

