

Put a Call on Hold

1. In a call, tap the **three dots**.
2. Tap **Put call on hold**.

Retrieve

- Tap **Resume** from the Call screen.

Blind Transfer Call

1. In a call, tap **the three dots**.
2. Tap **Transfer**.
3. Tap **Transfer Now**.
4. Search for a **contact** and tap the **name**.

Consult Transfer

1. In a call, tap **the three dots**.
2. Tap **Consult first**.
3. Search for a **contact** and tap the **name**.
4. **Consult** with the contact and then tap the **phone** icon.
5. Tap **OK** to confirm the transfer.

Join Scheduled Meeting

Join a Meeting from the Calendar Screen

- Tap **Calendar**, then select **Join**.

Start a Conference Call

1. Call a **contact**.
2. Tap the **People** icon at the top right.
3. Tap **Add people**.
4. Search for the **contact** and tap the **name** when it appears.
5. Tap the **checkmark**.
6. Tap the **arrow**.

Forward Incoming Calls

Forward all Incoming Calls

1. On the Home screen, tap **Your profile pic**.
2. Tap **Settings**.
3. Tap **Calling**.
4. Tap **Call forwarding**.
5. Tap **Forward to**.
6. Tap **Contact or number**.
7. Search for a **contact** and tap the **name**.

Listen to Voicemail

1. Tap **Voicemail** on the Home screen.
2. Tap the **Voicemail** you want to listen to.
3. Tap the blue **play** button.

AudioCodes C450HDBW

Quick Reference Guide

This quick reference guide is intended for AudioCodes C450HDBW. For more detailed information about its features, see the UIT document “AudioCodes C450HDBW Manual”.

Using this Guide

- ◇ Complete numbered items in sequence.
- ◇ Where there are bulleted items, choose only one.

Technology Services and Support

MD Anderson Library Tech Commons

Hours of Operation:

8 a.m. — 8 p.m.

Sunday — Saturday

Text or Call: 713-743-1411

Fax: 713-743-1410

Email: uitsupport@uh.edu

www.uh.edu/uit

Make a Call

- Tap **Calls** and then tap the blue **phone** icon to use the **keypad**.
- Tap **People**, choose a contact and then tap the **Call** icon.
- Pick up the **Headset**, tap the **Headphone**, **Speakerphone** icon or tap **Recent**.

Answer a Call

- Pick up the **Handset**.
- Tap the **Speakerphone** icon.
- Tap the **Headset** icon.
- Tap **Accept** on the phone screen.

End a Call

- Return the **handset** to the phone cradle if it was used to make a call – or – press **headset** – or – press **speakerphone**.

View Contact Directory

1. Tap **People** from the Home screen.
2. Tap the **magnifying glass**.
3. Type a **contact name** and tap the **name**.

