

## Getting Started Guide

### 1. Before Getting Started

Congratulations on purchasing the **AudioCodes RX50 Conference Phone**! For information on connecting the hardware, see the *Dolby® Conference Phone Quick Start Guide* shipped with this product.

### 2. Physical Description



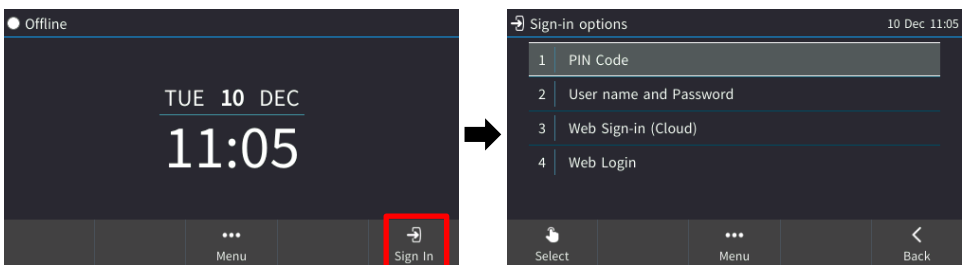
### 3. Signing in



**Note:** This section is applicable only to Skype for Business/Teams Compatible.

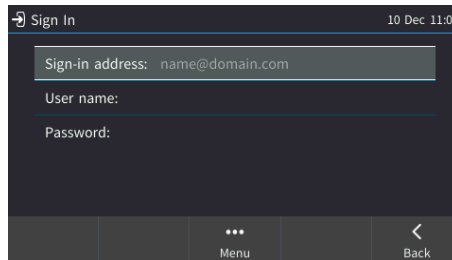
🔑 **To sign in with a PIN code (excludes access to Microsoft Outlook Calendar):**

1. In the Offline idle screen, touch **Sign In**, and then touch the **PIN Code** option.
2. Enter the phone number and PIN, and then touch **Select**.



🔑 **To sign in with a username and password:**

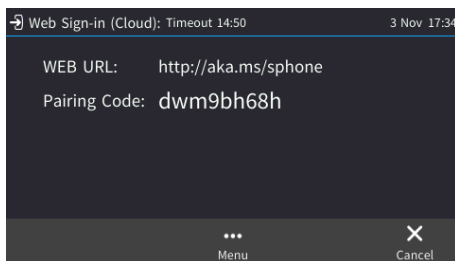
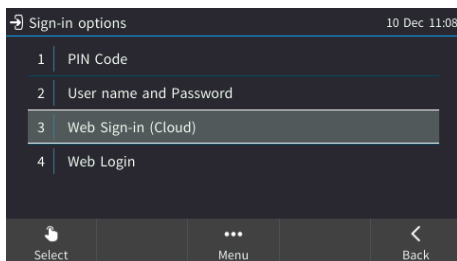
1. In the Offline idle screen, touch **Sign In**, and then touch the **User name and Password** option.



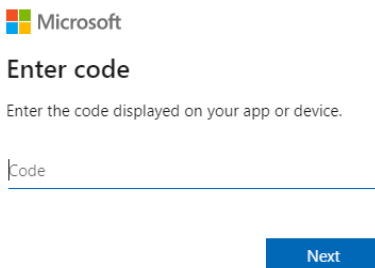
2. Enter the 'Sign-in address' (SIP address), (e.g., john.doe@enterprise.com) and 'User name', (e.g., johnd@enterprise.com), and then enter the password. Get it from the network administrator (it's the same as the Windows credentials).
3. Touch the **Select** softkey.

☛ **To sign in with Web Sign-in (Cloud) (applies only to Microsoft Cloud PBX users):**

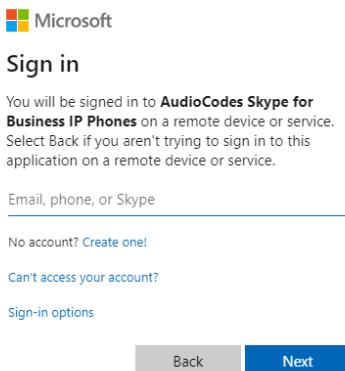
1. In the Offline idle screen, touch **Sign In**, and then select the **Web Sign-in (Cloud)** option.



2. Using your web browser, navigate to the URL (Microsoft's Cloud PBX login page) shown in the Web Sign-in (Cloud) screen (above).
3. Enter the pairing code, and then click **Next**:

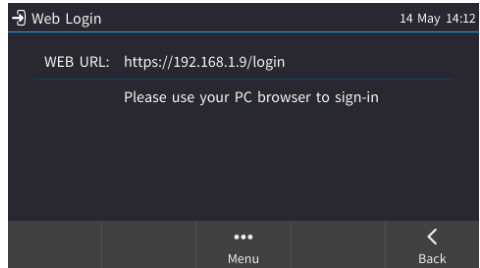
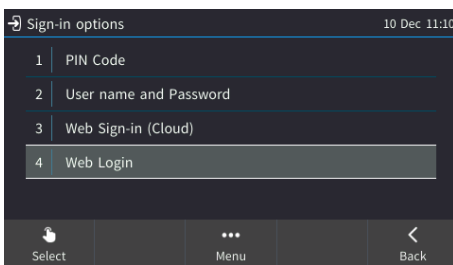


4. Enter the 'Sign-in address' (SIP address), (e.g., john.doe@enterprise.com) and 'User name', (e.g., johnd@enterprise.com), and then enter the password.



### To sign in with Web Login:

1. In the Offline idle screen, touch **Sign In**, and then touch the **Web Login** option.



2. Using your web browser, navigate to the URL shown in the Web Login screen (above).
3. Enter the 'Sign-in address' (SIP address), 'User name' and 'Password', and then click **Sign in**.

Web Login

Sign-in address

User name

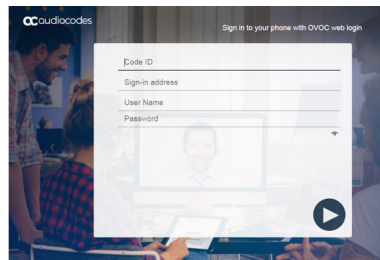
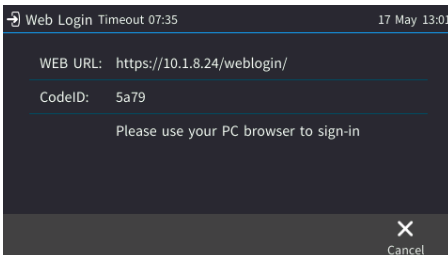
Password

**Sign in**

### To sign in with the Device Manager:

If the IP phone is managed by the Device Manager, web login is performed using a dedicated web login screen.

1. Using your web browser, navigate to the URL shown in the Web Login screen (below).
2. Enter the 'Code ID', 'Sign-in address' (SIP address) and 'User Name', and then enter the 'Password'.



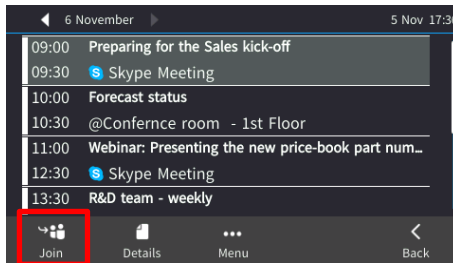
## 4. Joining an Online Meeting Using the Calendar



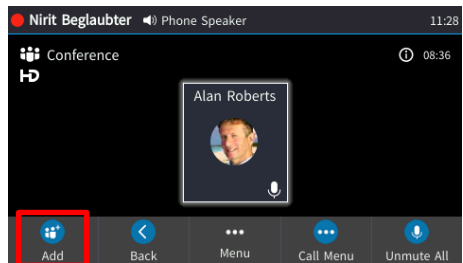
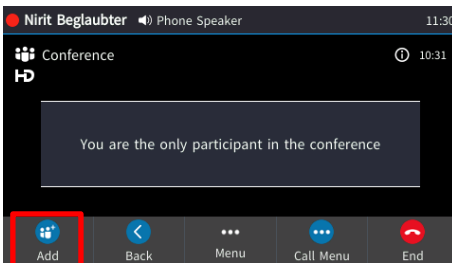
**Note:** This section is applicable only to Skype for Business/Teams Compatible.

👉 **To join an online meeting using Calendar:**

1. In the Exchange calendar (**Menu > Calendar**), touch an online meeting, and then touch **Join**.



2. If you're the first to join, the left screen below is displayed. If one or more have already joined, the right screen below is displayed. Touch **Add**, enter the number of another participant if you want (or touch the field and find and select them in a Call Log), and then touch **Dial**.





👉 **To lock a conference:** In the Conference screen, touch **Menu**, and then select **Lock Conference**.

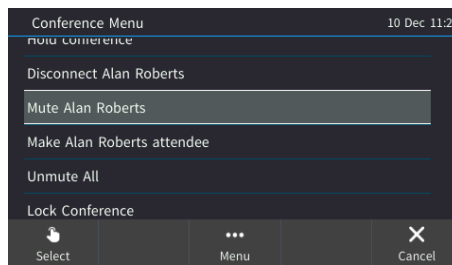
👉 **To view conference info:** In the Conference screen, touch **Menu**, and then select **Conference Info**.

## 5. Muting a Participant

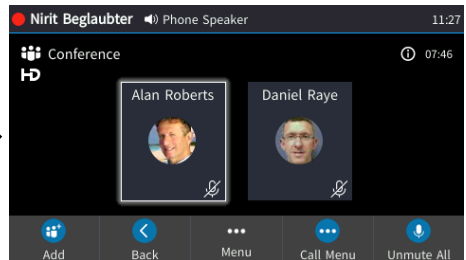
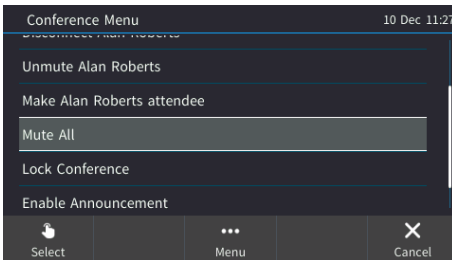




**Note:** This section is applicable only to Skype for Business/Teams Compatible.



- 👉 **To mute a participant:** In the Conference screen, touch the participant's unmuted icon ; it changes to muted  -OR- select the participant, touch **Menu**, and then select **Mute Participant Name** -OR- select the participant, and then touch **Far Mute**.

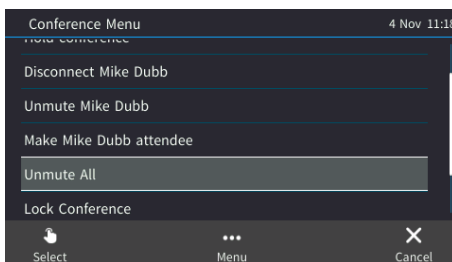


- 👉 **To mute all:** Select participants and touch **Mute All** or touch **Menu**, and then select **Mute All**.



☞ **To unmute a participant:** In the Conference screen, touch **Call Menu**, and then select **Unmute Participant Name** -OR- touch their muted icon ; it changes to unmuted .

☞ **To unmute all:** In the Conference screen, select participants, touch **Call Menu**, and then select **Unmute All**; muted  icons in the Conference screen change to unmuted .



**Notes:**

- If another participant *mutes you*, "A presenter has muted you" message appears.
- If another participant *unmutes you*, "A presenter wants you to unmute you" message appears.

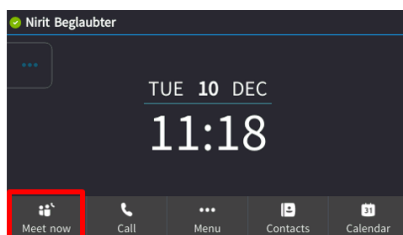
## 6. Meet Now



**Note:** This section is applicable only to Skype for Business/Teams Compatible.

☞ **To meet now:**

1. In the idle screen, touch **Meet now**; you're prompted "You are the only participant in the conference".

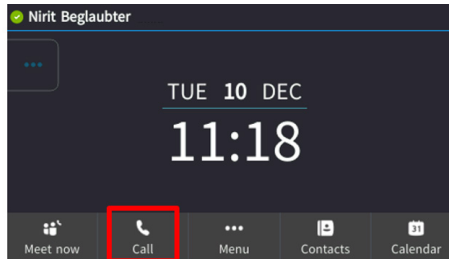


2. Touch **Add**, enter the number of another participant (or touch the field, and find and select them in a Call Log), and then touch **Dial**.

## 7. Making a Call

### To make a call:

1. In the idle screen, touch **Call**.



2. Enter a phone number, and then touch the **DIAL** menu or the phone icon. To call a contact, touch the **DIRECTORY** menu, select the contact, and then touch the **DIAL** menu or the phone icon.

### To change a participant's privileges: [Attendee can only add participants | Host can do everything] In the Conference screen, touch **Menu**, and then touch **Make Participant Name attendee**.

## Notice Information

Information contained in this document is believed to be accurate and reliable at the time of printing. However, due to ongoing product improvements and revisions, AudioCodes cannot guarantee accuracy of printed material after the Date Published nor can it accept responsibility for errors or omissions. Updates to this document can be downloaded from <https://www.audiocodes.com/library/technical-documents>.

This document is subject to change without notice.

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