

Using the AudioCodes 405HD

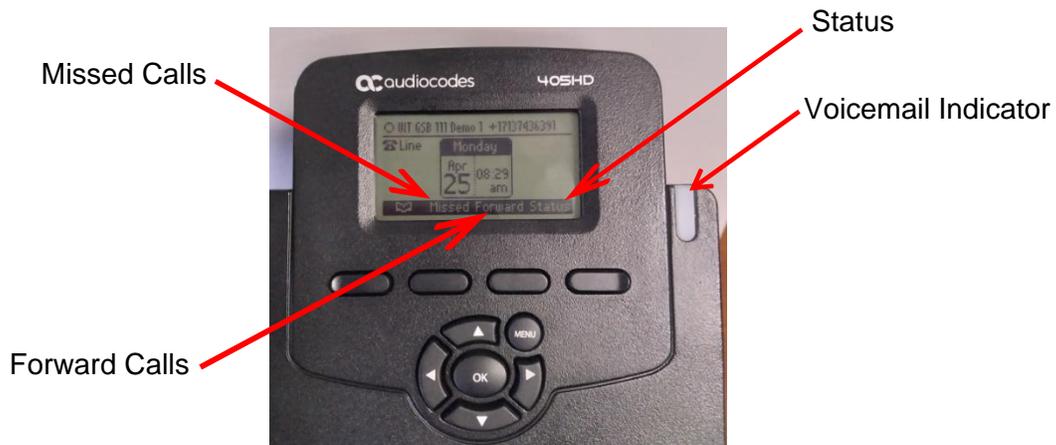
Table of Contents

The Phone Face	4
Answer a Call	5
Make a Call.....	5
Put a Call on Hold.....	5
Redial a Number.....	5
Sending an Incoming Call Directly to Voicemail	6
Viewing and Checking Your Voicemail Messages	6

The Phone Face



The Home screen:



Answer a Call

To answer a call, choose one of the following options:

- Lift the **Handset**.
- Press the **Accept** softkey.
- Press the **Speaker** key.
- Press the **Headset** key (ensure that the headset is connected to the phone).



Make a Call

To make a call, choose one of two options:

- Pick up the **handset**, enter a **phone number** and then press the **Dial** softkey.
- To call a phone contact, press the **directory** icon softkey, access the Corporate or Personal directory, select the **contact**, and then press the **Dial** softkey.

You no longer need to use a 9 to dial off-campus.

Long distance call: a domestic number [wait for the beep] + your long-distance code.

International call: 011 + an international number [wait for the beep] + your long-distance code.

Put a Call on Hold

To put a call on hold:

- Press the **Hold** softkey and then the **New Call** softkey, enter a **phone number** and press the **Dial** softkey.

To retrieve a call from hold:

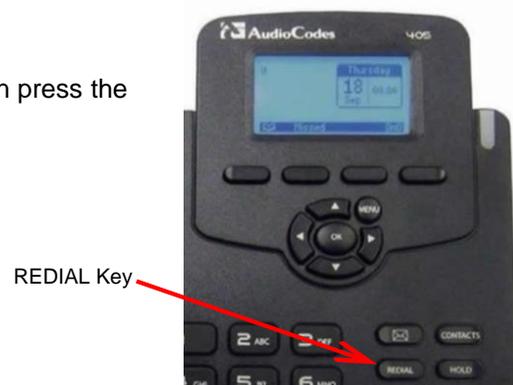
- To return the held call, press the **Resume** softkey.



Redial a Number

To redial a number:

- Press the **REDIAL** key, select a dialed number, and then press the **Dial** softkey.



Sending an Incoming Call Directly to Voicemail

If a time constraint, for example, prevents you from answering an incoming call, you can send it directly to voicemail.

To send an incoming call directly to voicemail:

- Press the **To VM** softkey displayed when the phone rings.



Viewing and Checking Your Voicemail Messages

New messages will be in your voicemail box if:

- The Ring LED on the front of the phone is permanently lit blue.
- An envelope icon is displayed in the phone's screen.
- A stutter dial tone is heard when you pick up the handset.

To view a list of your voicemail messages:

1. Press the **Voicemail** key.
2. Press the **All** softkey and wait for the list to update.
3. Scroll to select from the list which message to **Play**, **Call** or **Delete**.

