

### Put a Call on Hold

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

#### Retrieve

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

### Transfer a Call

1. During a call, press the **TRANSFER** key, enter the phone number of the party to whom to transfer the call, and then press the **Dial** softkey.
2. After that party answers, press the **Trans** softkey.

#### Blind Transfer

1. To perform blind transfer, press the **Bxfer** softkey.
2. Press the **Trans** softkey.

### To Mute a Call

- Press the **mute** key.

#### Retrieve

- To resume the conversation, press the **mute** key again.

### Forward incoming calls to another phone

1. Press the **Forward** softkey (in the idle screen).
2. Select the condition upon which you want calls forwarded - **Always, Busy** or **No Reply**. If you choose **No Reply**, define after how many seconds the call is forwarded if not answered.
3. Enter the number to where you want to forward the calls, and then press the **Start** softkey.

#### Deactivate Call Forwarding

- To deactivate call forwarding, press the **Forward** softkey.

### Viewing Voicemail Messages

New messages will be in your voicemail box if:

- The Ring LED on the front is blue.
- An envelope icon is on the phone screen.
- A studder dial tone is heard when you pick up handset.

To check voicemail:

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

## AudioCodes 405HD

### Quick Reference Guide

This quick reference guide is intended for AudioCodes 405HD. For more detailed information about its features, see the UIT document "AudioCodes 405HD 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](mailto:uitsupport@uh.edu)

[www.uh.edu/uit](http://www.uh.edu/uit)

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### Make a Call

- 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.

### Answer a Call

- Pick up the **handset** or press the following: **Accept** softkey, **Speaker** or **Headset** key.

### End a Call

- Unhook the **handset** or press the **End** softkey.

### Redial the Last Placed Call

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

### Accessing Directories

- Press the **Contacts** key on the phone.

