

Using the AudioCodes 445HD

Table of Contents

The Phone Face	3
Answer a Call	4
Make a Call.....	4
Put a Call on Hold.....	5
Transferring Calls	5
View Call Log.....	7
Redial a Previous Call	8
To Change your Presence.....	8
To Search for a Contact	9
To View Calendar and Meetings	10
Forwarding Calls.....	11

The Phone Face

Your AudioCodes 445HD provides the same functionality as your existing telephone and more.



The Home screen:



Answer a Call

To answer a call, choose one of the following:

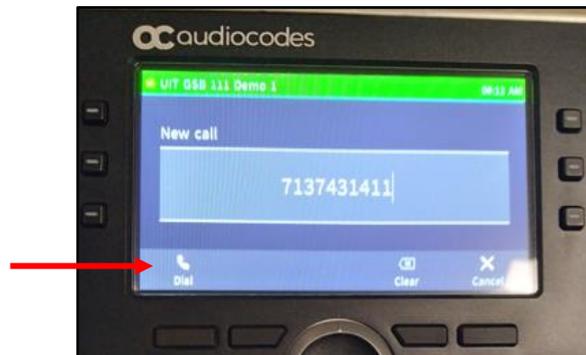
- Lift the **Handset**.
- Press the **Accept** softkey.
- Press the **Speaker** key.
- Press the **Headset** key (ensure that the headset is connected to the phone).



Make a Call

To make a call, choose one of the following:

- Enter a **phone** number and either press the **Dial** softkey or don't do anything and dialing will be automatically performed.
- To call a contact: Press the **CONTACTS** hard key and find the contact under **Favorites** or in one of the **Groups**.



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:

- Accept an incoming call and then press the **HOLD** key; the call is put on hold.

To retrieve a call from hold:

- Press the **HOLD** key again - or - press the **Resume** softkey - or - the **OK** hard key to resume the call.



Transferring Calls

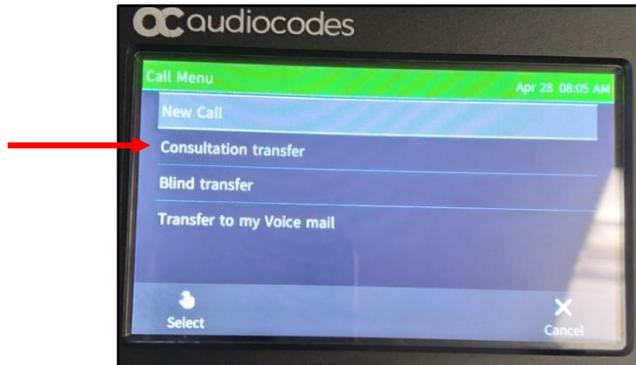
Blind Transfer:

- During a call, press the **BXfer** softkey, enter the phone number of the party to whom to transfer the call, and then press the **Transfer** softkey.



Consult Transfer

1. During a call, press **Call** menu > **Consultation transfer**.
2. Enter the **number** and press the **Transfer** key.

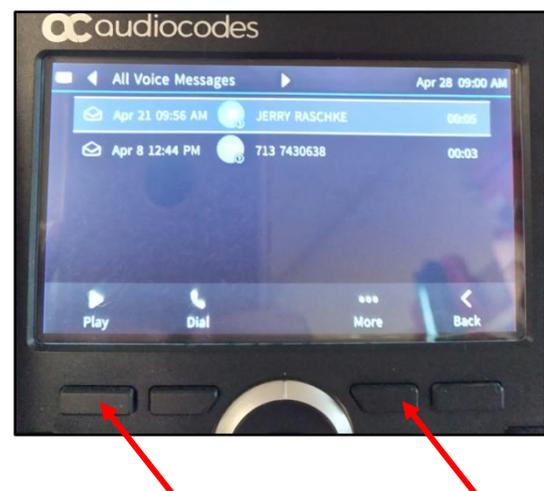


Viewing and Checking Your Voicemail Messages

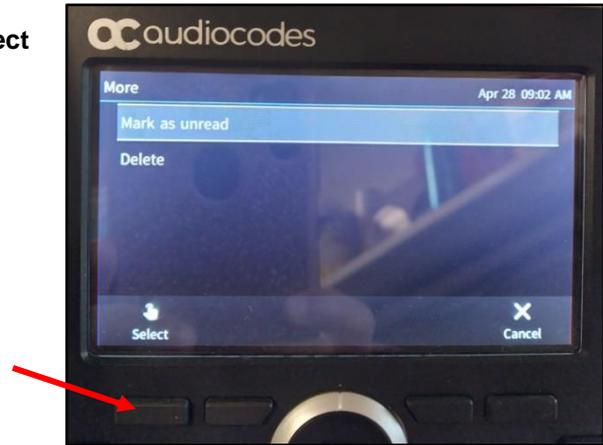
1. Press the **Voicemail** key.
2. Select the **All** softkey.



3. Press the **Play** Softkey to listen to the voicemail.
4. Press the **More** Softkey to view other options for managing voicemail.



5. To either **Mark as unread** or **delete** press the **Select** softkey.



View Call Log

You can view a history of All Calls, Missed Calls, Received Calls, and Dialed Calls.

To view your call log:

1. On the Home screen, select the **MENU** key.
2. Select the **CALL LOG** option.
3. Press the **OK** softkey.



4. Press the **Select** Softkey to choose which call to view.



Redial a Previous Call

To redial a previous call:

1. Press the **REDIAL** Key.
2. Scroll using the **Navigation Control** to select a call.
3. Press the **Dial** Softkey.



To Change your Presence

To change your Presence:

- Press the **Status** softkey (idle screen mode), scroll down to the required presence using the **Navigation Control**, and then press the **Select** softkey.

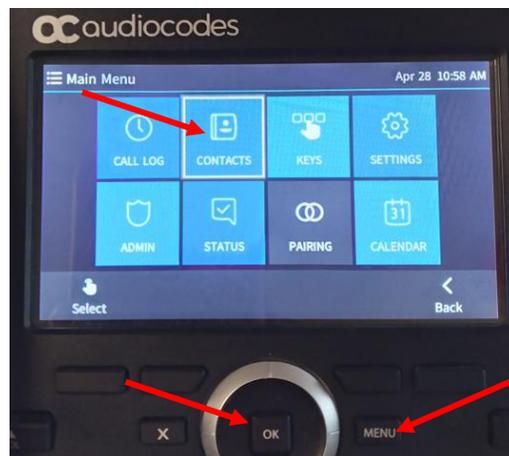


To Search for a Contact

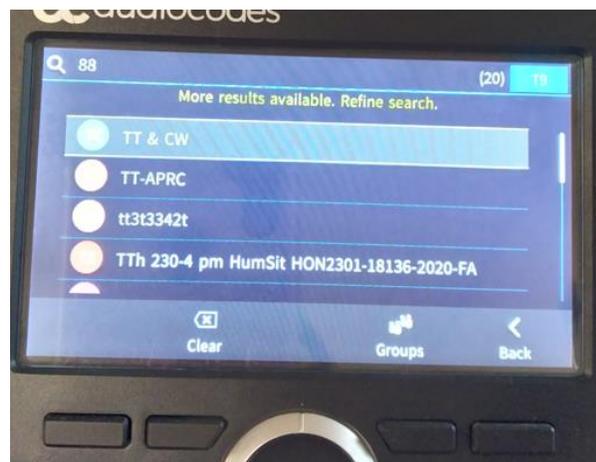
To search for a contact, choose one of the following:

Using the Menu Key

1. Press the **MENU** Key.
2. Scroll using the **Navigation Control** to select **CONTACTS**.
3. Press the **OK** Key.



4. Search for a contact using the **Keypad**.



5. Press the **Input** Softkey to change the type of text.



Using the CONTACTS Key

1. Press the **CONTACTS** Key.
2. Search for a contact using the **Keypad**.



To View Calendar and Meetings

To view the calendar and upcoming meetings:

1. Press the **MENU** Key.
2. Scroll using the **Navigation Control** to select **CALENDAR**.
3. Press the **OK** Key.



Forwarding Calls

To forward calls:

1. Press the **Forward** Softkey.



2. Scroll using the **Navigation Control** to select the forward option.
3. Press **OK**.

