

Put a Call on Hold

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

Retrieve

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

Blind Transfer Call

- 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 **Transfer** key.

To Mute a Call

- During a call, press the **mute** key on the phone.

Retrieve

- To unmute, press the **mute** key again.

Forward incoming calls to another phone

1. When the phone's screen is in idle mode, press the **Forward** softkey, scroll down and select **Forward to a Number**.
2. Enter the number to which you want to forward the calls, and then press the **Start** softkey.

Deactivate Call Forwarding

- To deactivate call forwarding, press the **Forward** softkey and then select **Do not forward calls**.

Viewing 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.

AudioCodes 445HD

Quick Reference Guide

This quick reference guide is intended for AudioCodes 445HD. For more detailed information about its features, see the UIT document "AudioCodes 445HD Manual".

Using this Guide

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

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Make a Call

- 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**.

Answer a Call

- Pick up the **Handset** or press the following: **Accept** Softkey, **Speaker** or **Headset** key.

End a Call

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

Redial the Last Placed Call

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

To Change your Presence

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

