

320HD

Quick Guide

5. Basic Phone Operation (Cont.)

☛ To transfer a call:

1. During a call, press the TRANSFER key, enter the phone number to where you want to transfer the call, and then press the **Dial** softkey.
2. Either wait until the call is established, speak to the second party and then press the **Trans** softkey, or press the **Trans** softkey once the called party is ringing to transfer the call without speaking to the party.

☛ To make a three-way conference call:

1. Make a call to the first participant of the conference call.
2. Press the **Conf** softkey (first participant is put on hold), and then make a call to the second participant.
3. When the second party answers, press the **Conf** softkey to include all participants in the call.

To end the three-way conference call, you can either hang up the phone or press the **End** softkey.

Notice

This Quick Guide describes the quick setup for AudioCodes 320HD IP Phone, Version 1.4.0. If you have a later software version, please verify with AudioCodes that the information in this document is compatible with your IP Phone.

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1. Before Installing

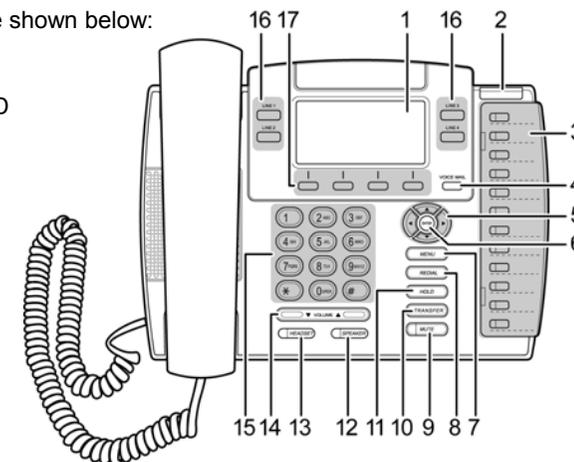
Congratulations on purchasing your 320HD IP Phone! Before you begin using the phone, ensure that the following items are included in your 320HD IP Phone box:

- ✓ IP Phone Unit
- ✓ AC Power Adapter (Optional)
- ✓ Ethernet Cable
- ✓ Handset
- ✓ Wall-mounting Screws

2. Physical Description

The phone's front view areas are shown below:

1. LCD screen
2. Incoming call indication LED
3. Speed Dial keys
4. VOICE MAIL key
5. Four-way Navigation keys
6. ENTER key
7. MENU key
8. REDIAL key
9. MUTE key with LED
10. TRANSFER key
11. HOLD key
12. SPEAKER key
13. HEADSET key
14. VOLUME key



15. Alphanumeric keypad
16. LINE keys
17. Softkeys



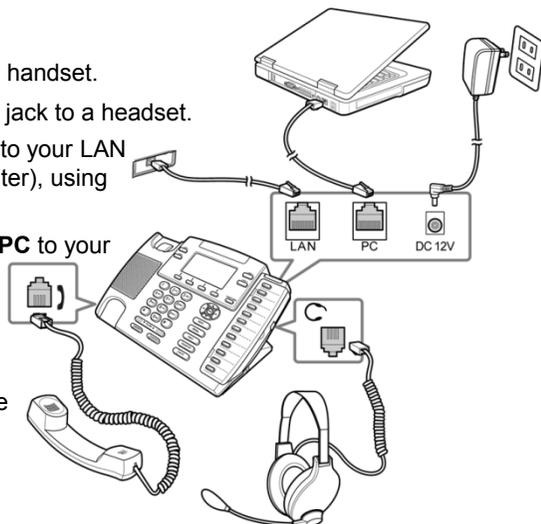
Important: It is highly recommended to check for an updated software version for your phone at www.audiocodes.com/downloads.

3. Cabling the Phone

Follow the procedure below for cabling your phone.

To cable the phone:

1. Connect the RJ-9 handset jack to the handset.
2. Optionally, connect the RJ-9 headset jack to a headset.
3. Connect the RJ-45 port labeled **LAN** to your LAN network (LAN port or LAN switch/router), using a CAT 5 Ethernet cable.
4. Connect the RJ-45 LAN port labeled **PC** to your computer, using a CAT 5 straight-through Ethernet cable.
5. Connect the connector tip of the AC power adapter to the phone's power socket (labeled **DC 12V**). Connect the two-prong AC adapter directly to the electrical wall outlet; all the phone's LEDs momentarily light red.



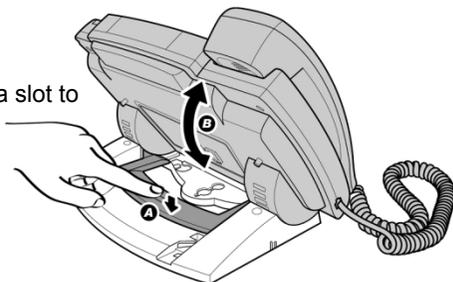
Warning: Prior to connecting power, refer to the Compliancy and Regulatory Information at www.audiocodes.com/library.

4. Adjusting the Angle of the Phone

You can adjust the angle of the phone in the vertical plane using the phone's bracket.

To adjust the phone in the vertical plane:

1. Press tab (A) to loosen the bracket lock.
2. As you press the tab, move (B) up or down a slot to adjust the tilt of the phone.
3. Release tab (A) to lock the bracket in the desired slot.



To mount the phone on a wall, refer to the phone's *User's Manual*.

5. Basic Phone Operation

To make a call:

- ✓ **Handset:** pick up the handset, enter the phone number, and then press the **Dial** softkey or wait a few seconds until the phone automatically dials the number.
- ✓ **Hands-free mode:** press the SPEAKER, HEADSET, or LINE key, enter the phone number, and then press the **Dial** softkey or wait a few seconds until the phone automatically dials the number.
- ✓ **Speed dialing:** press the required Speed Dial key (if configured).
- ✓ **Phone directory:** press the directory icon  softkey, select the required contact, and then press the **Dial** softkey.
- ✓ **Redialing a number:** press the REDIAL key, select a previously dialed number, and then press the **Dial** softkey.

To answer a call:

- ✓ **Handset:** pick up the handset.
- ✓ **Hands-free mode:** press the SPEAKER, HEADSET, or LINE key.
- ✓ **Answering another call:** press the flashing red LINE key or the **Accept** softkey. To return to the previous call, press its LINE key.

To place a call on hold and make another call:

During a call, press the **New Call** softkey, enter the phone number, and then press the **Dial** softkey. To return to the previous call, press its corresponding LINE key (flashing green).

To mute a call:

During a call, press the MUTE key. You can hear the caller but the caller cannot hear you. To speak with the caller again, press MUTE again.

To forward incoming calls to another phone:

1. Press the **Forward** softkey (in the idle screen).
2. Choose the condition upon which you want calls to be forwarded - "Always", "Busy", or "No Reply" (using the up/down  Navigation keys). If you choose "No Answer", then select the time after which the call is forwarded if not answered (using the left/right  Navigation keys).
3. Press the **Select** softkey, and then enter the number (or select a contact from the directory) to where you want the calls to be forwarded.
4. Press the **Start** softkey; call forward is activated and the call forward  icon is displayed on the idle screen.

To deactivate call forwarding, press the **Forward** softkey; the  icon is no longer displayed on the screen.