

# Quick Guide

## 7. Basic Phone Operation (Cont.)

**To automatically 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**, select the duration after which 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.

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

**To make a three-way conference call:**

1. Make a call to the first participant in the conference call.
2. Press the **Conf** softkey and then make a call to the second participant.
3. When the second party answers, press the **Conf** softkey.

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

### Notice Information

This Quick Guide describes the quick setup for AudioCodes 420HD IP Phone Version 2.0. If you have a later version, 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 AudioCodes 420HD IP Phone! Before you begin using the phone, ensure that the following items are included in the shipped box:

- ✓ 420HD IP Phone
- ✓ AC power adapter (optional)
- ✓ Cat 5e Ethernet cable
- ✓ Phone base stand
- ✓ Handset
- ✓ Handset cord
- ✓ Wall-mounting screws

## 2. Physical Description

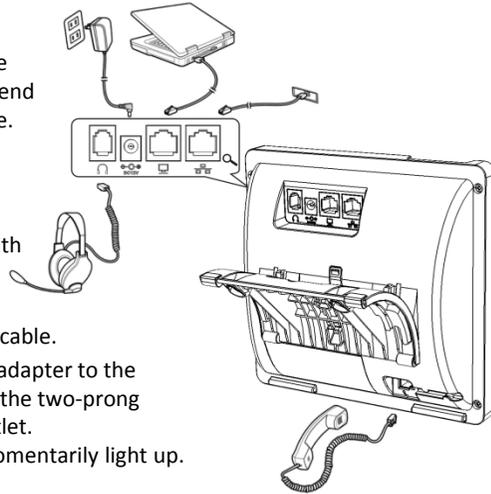


### 3. Cabling the Phone

 **Warning:** Prior to connecting power, refer to the Compliance and Regulatory Information at [www.audiocodes.com/library](http://www.audiocodes.com/library).

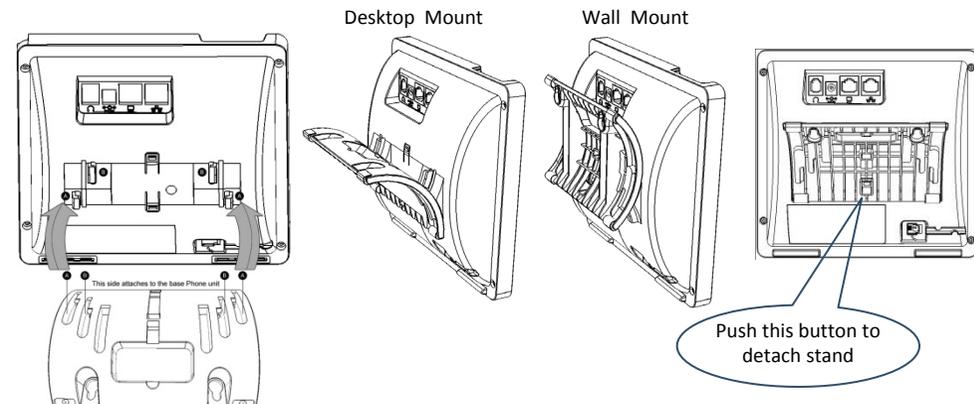
#### To cable the phone:

1. Connect the short, straight end of the phone cord to the handset and the longer straight end of the cord to the handset jack on the phone.
2. Connect the RJ-9 headset jack to a headset (optional).
3. Connect the RJ-45 LAN port to your LAN network (LAN port or LAN switch/router) with a CAT 5 / 5e Ethernet cable.
4. Connect the RJ-45 PC port to a computer with a CAT 5 / 5e straight-through Ethernet cable.
5. Connect the connector tip of the AC power adapter to the phone's **DC 12V** power socket and connect the two-prong AC adapter directly to the electrical wall outlet. When the phone powers up, all the LEDs momentarily light up.



### 4. Attaching Phone Base Stand to Phone Unit

- **Desktop mounting:** Slide outer rails (A) of phone stand onto outer notches (A).
- **Wall mounting:** Slide middle rails (B) of phone stand onto inner notches (B).



### 5. Upgrade IP Phone Firmware

If you need to upgrade your phone's firmware, refer to the Software Upgrade Configuration Note, downloadable from <http://www.audiocodes.com/downloads>.

### 6. Basic Phone Operation

- **To 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.
- **To answer a call:** Pick up the handset, or press the speaker  or headset  key.
- **To end a call:** Return the handset to the phone cradle, or press the **End** softkey, or press the speaker  or headset  key.
- **To mute a call:** Press the mute  key. To resume the conversation, press the mute key again.
- **To redial a number:** Press the REDIAL key, select a dialed number, and then press the **Dial** softkey.
- **To put a call on hold and make another call:** Press the **New Call** softkey, enter a phone number and press the **Dial** softkey. To return to the held call, press the down key and then press the **Resume** softkey.
- **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 to speak with the second party and then press the **Trans** softkey, or press the **Trans** softkey when the called party rings to transfer the call without speaking with the party.