

AudioCodes 300HD Series IP Phones

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Quick Guide

320HD

5. Basic Phone Operation (Cont.)

To transfer a call:

1. During a call, press the TRANSFER key, and then enter the phone number to where you want to transfer the call.
2. Wait until the call is established, speak to the second party and then press TRANSFER (or to transfer the call without speaking to the second party, press TRANSFER once the called party is ringing).

To make a three-way conference call:

1. Make a call to the first participant of the conference call and then place this call on hold (by pressing the HOLD key).
2. Make a call to the second participant of the call.
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.

1. Before Installing

Congratulations on purchasing your 320HD IP Phone!

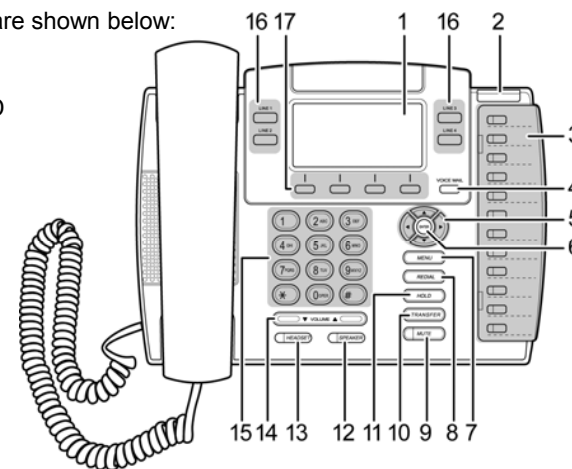
Before you begin using the phone, ensure that all of these items are included in your 320HD IP Phone box:

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

2. Physical Description

The areas of phone's front view 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

Notice

This Quick Guide describes the quick setup for AudioCodes 320HD IP Phone.

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Date Published: March-04-2010
Document #: LTRT-11802

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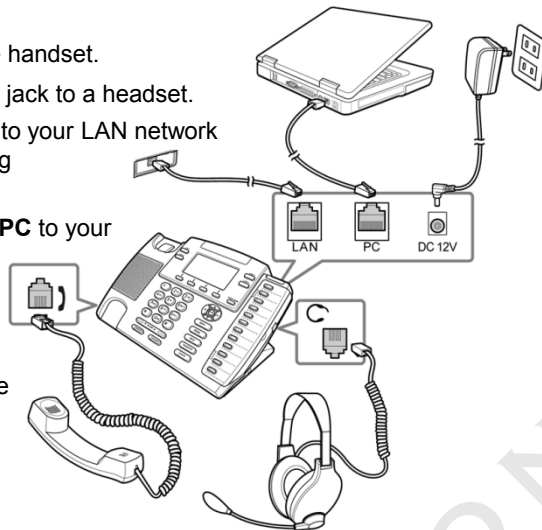
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3. Cabling the Phone

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.



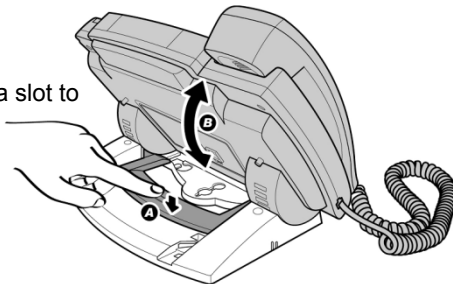
Warning: Prior to connecting power, refer to the Regulatory Information at www.audiocodes.com/downloads.

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 *Administrator'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:** 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 **Dir** 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 corresponding LINE key or **Ans** 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 HOLD key, enter the phone number, and then press the **Dial** softkey. To return to the previous call, press its corresponding LINE key.

☛ 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, press MUTE again.

☛ To forward incoming calls to another phone:

Press the **Fwd** softkey (available in the main screen), and then enter the number to where you want to forward all subsequent calls. To deactivate call forwarding, press the **Fwd** softkey again.

To change the condition upon which call forwarding is done, perform the following:

1. Access the Call Forward submenu (MENU key > **Phone Settings** menu > **Call Forward**).
2. Press the **Edit** softkey, choose the **Type** option, press the **Edit** softkey, and then select the condition upon which you want calls to be forwarded (Unconditional, Busy, or No Reply), by pressing the **Select** softkey and then the **Save** softkey.
3. For No Reply call forwarding condition, choose the **Timeout** option, press the **Edit** softkey, choose the time after which the call is forwarded if not answered, by pressing the **Select** softkey and then the **Save** softkey.