AudioCodes 300HD Series IP Phones

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4. 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 CONFERENCE key to include all participants in the call.

To end the three-way conference call, disconnect the call.

Notice

This Quick Guide describes the quick setup for AudioCodes 310HD IP Phone.

Information contained in this document is believed to be accurate and reliable at the time of printing. However, due to ongoing product improvements and revisions, AudioCodes cannot guarantee accuracy of printed material after the Date Published nor can it accept responsibility for errors or omissions. Updates to this document and other documents as well as software updates can be viewed by registered customers on AudioCodes' Web site at **www.audiocodes.com/downloads**.

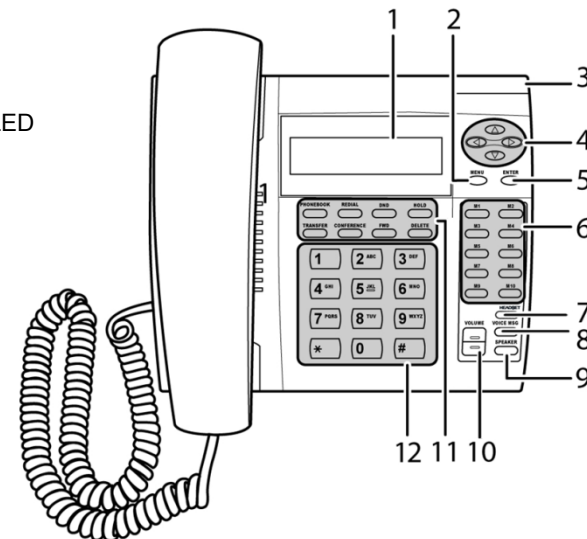**310HD**

Quick Guide

1. Before Installing

Congratulations on purchasing your AudioCodes 310HD IP Phone! Before you begin using the phone, ensure that all of these items are included in your 310HD IP Phone box:

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

2. Physical Description

The areas of the phone's front view are shown below:

1. LCD screen
2. MENU key
3. Voice Message Indicator LED
4. Four-Way Navigation keys
5. ENTER key
6. Speed Dial Memory keys
7. MUTE key
8. HEADSET key
9. SPEAKER key
10. VOLUME keys
11. Function keys
12. Alphanumeric keypad
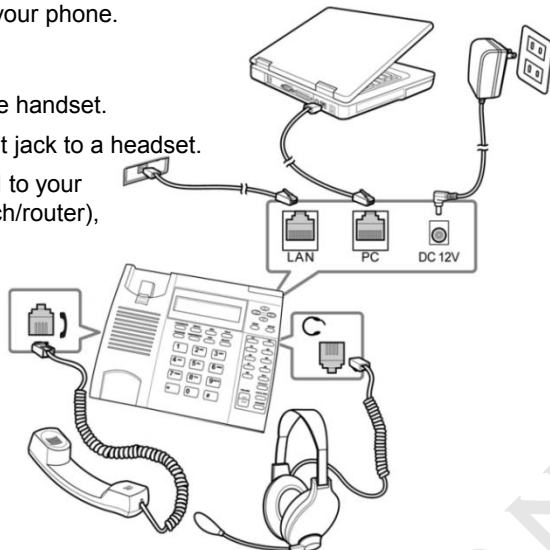
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3. Cabling the Phone

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; the phone's LEDs light red.

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

4. Basic Phone Operation

The basic operation of your 310HD IP Phone is described briefly below.

☞ **To make a call:**

✓ **Handset:** pick up the handset, enter the phone number, press the pound (#) key or wait a few seconds until the phone automatically dials the number.

✓ **Hands-free:** press the SPEAKER or HEADSET key, enter the phone number, and then press the pound (#) key 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 key, select the required contact, select the **Dial** option and then press ENTER to make the call.

✓ **Redialing a number:** press the REDIAL key, select a previously dialed number, select the **Dial** option and then press ENTER to make the call.

4. Basic Phone Operation (Cont.)

☞ **To answer a call:**

✓ **Handset:** pick up the handset.

✓ **Hands-free mode:** press the SPEAKER or HEADSET key.

✓ **Answering another call:** press the HOLD key. To return to the previous call, press the HOLD key again.

☞ **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 pound (#) key or wait a few seconds until the phone automatically dials the number. To return to the previous call, press the HOLD key again.

☞ **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 **FORWARD** key, and then enter the number to where you want to forward all subsequent calls. To deactivate call forwarding, press the **FORWARD** key again.

☞ **To change the condition upon which call forwarding is initiated:**

1. Access the Call Forward submenu (MENU key > **Phone Settings** menu > **Call Forward**).
2. Choose the **Type** option, and then select the condition upon which you want calls to be forwarded (Unconditional, Busy, or No-Reply), press ENTER, choose the **Save** option and then press ENTER again.
3. If you selected the No-Reply call forwarding condition, you are automatically requested to select the timeout (in seconds). Press ENTER, choose the **Save** option, and then press ENTER again.

☞ **To adjust the volume:**

Press the VOLUME keys to adjust the handset, headset, and speaker volume during a call. Pressing these keys in idle state adjusts the ringing volume.