Quick Guide

1. Before Installing

Congratulations on purchasing your **AudioCodes 405 IP Phone**! Before you begin using the phone, make sure that the following items are included in the shipped box:

- ✔ 405 IP Phone
- ✔ AC power adapter (optional)
- ✔ Cat 5e Ethernet cable
- ✔ Phone base stand
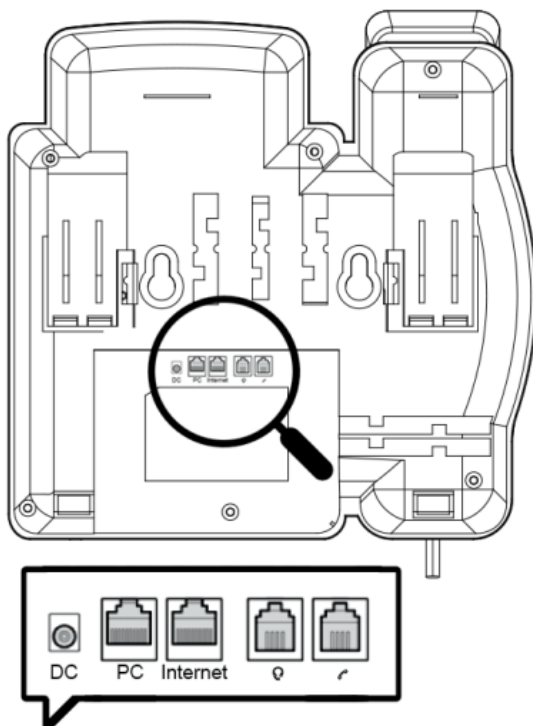- ✔ Handset
- ✔ Handset cord

2. Physical Description

LCD Screen
Softkeys
Navigation Control
MENU Key
VOICEMAIL Key
REDIAL Key
CONTACTS Key
HOLD Key
Speakerphone Key
Headset Key
Mute Key
Volume Keys
Microphone
Alphanumerical Keypad

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3. Cabling the Phone

Warning: Prior to connecting power, refer to the *Compliancy and Regulatory Information* document at https://www.audiocodes.com/library/technical-documents.

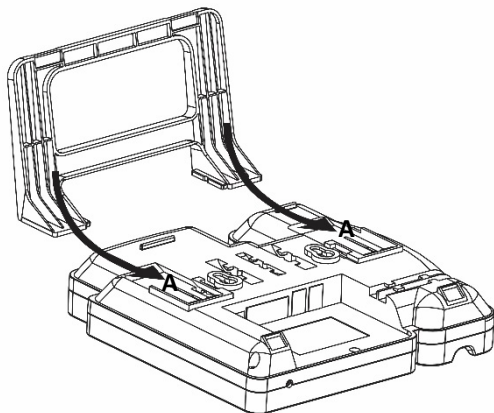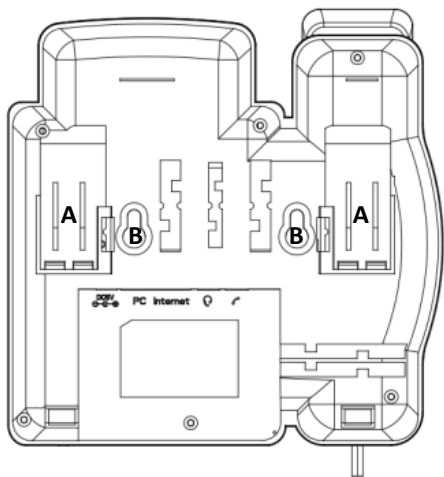☞ **To cable the phone (refer to the illustration below):**

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. (Optional) Connect the RJ-9 headset jack to a headset.

3. Connect the RJ-45 Internet 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. Mounting

You can mount your phone on a desktop or on a wall.

✓ **Desktop mounting:** Slide the short edges of the L-shaped stand (the prongs) into the phone's two rear slots (see **A** below). Slide the prongs in until they lock.

✓ **Wall mounting:** Hook the phone's two rear notches (see **B** below) onto wall mounting screws.
Pull out the handset's cradle clip, which is by default in desktop mounting position, invert it, and then push it back in. This is the wall mounting position.

5. Operating the Phone

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

☞ **To answer a call:** Pick up the handset or press the **Accept** softkey**.**

☞ **To end a call:** Onhook the handset or press the **End** softkey.

☞ **To put a call on hold and make another call:** Press the **Hold** softkey and then the **New Call** softkey, enter a phone number and press the **Dial** softkey. To return to the held call, press the **Resume** softkey.

☞ **To transfer a call:**

1. During a call, press the TRANSFER key, enter the phone number of the party to whom to transfer the call, and then press the **Dial** softkey.

2. After that party answers, press the **Trans** softkey.

   To perform blind transfer, consult your IT manager.

☞ **To mute a call:** Press the mute 🎤 key. To resume the conversation, press the mute key again.

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☞ **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**, define after how many seconds 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.

☞ **To make a 3-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.

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