

Quick Guide

1. Before Installing

Congratulations on purchasing your **AudioCodes 445HD IP Phone**! Note: Skype for Business also applies to Lync™. Before you begin using the phone, make sure the following items are included in the shipped box:

- ✓ 445HD IP Phone
- ✓ AC power adapter (optional)
- ✓ Cat 5e Ethernet cable
- ✓ Phone base stand
- ✓ Handset
- ✓ Handset cord
- ✓ Wall-mounting screws

2. Physical Description



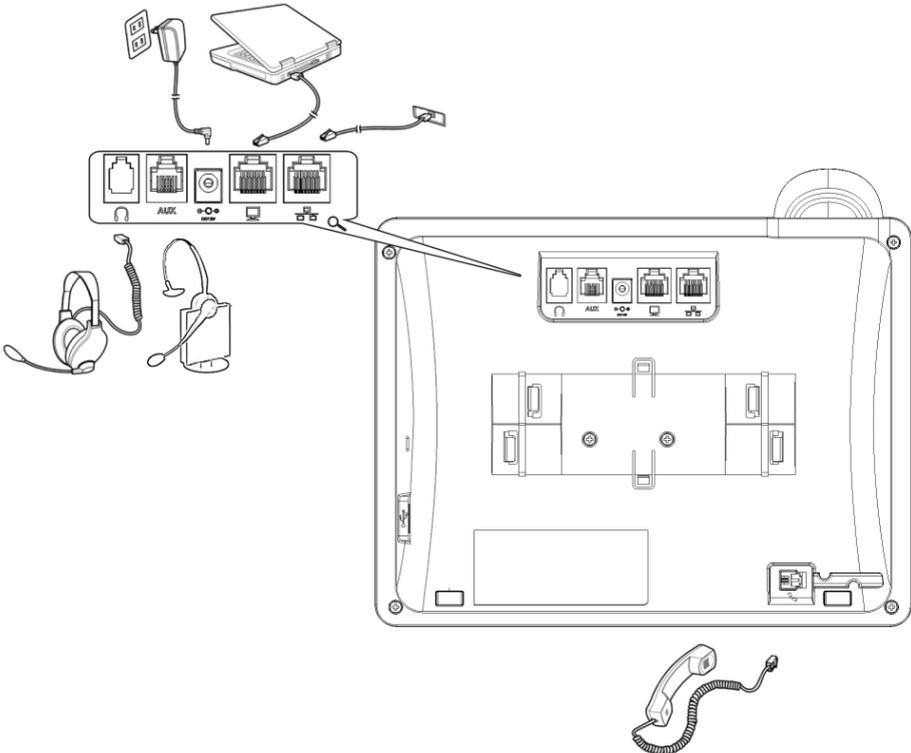
3. Cabling the Phone



Warning: Prior to connecting power, refer to the *Compliance and Regulatory Information* document at 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. (Optional) Connect the RJ-9 headset jack to a headset.
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.

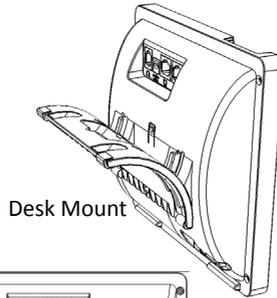
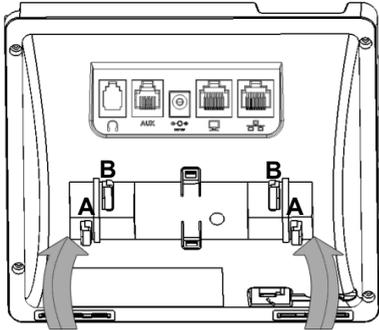


4. Attaching Stand to Phone

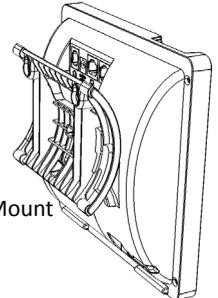
For instructions on assembling the stand, scan me or visit

<https://www.youtube.com/watch?v=oGe9STB9IFE>

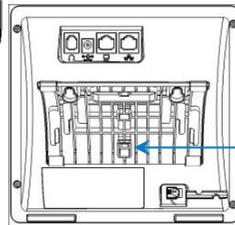
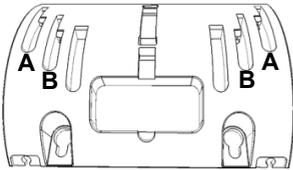
- ✓ **Desktop mounting:** Slide stand's outer rails (A) onto phone's outer notches (A).
- ✓ **Wall mounting:** Slide stand's middle rails (B) onto phone's inner notches (B).



Desk Mount



Wall Mount



To detach stand from phone, push this button with a pointed object

5. Signing in

☞ To sign in with the Skype for Business client, see the *445HD IP Phone User's Manual*.

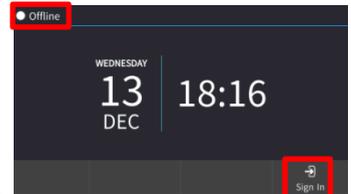
☞ To sign in with your PIN:

1. Press the **Sign in** softkey (when the phone is offline).
2. Scroll down and select **Switch sign-in method**.
3. Enter your phone number and PIN number, and press **Sign in**.

☞ To sign in with your username and password (default method):

1. Press the **Sign in** softkey (when the phone's screen is in idle mode).
2. Enter your sign-in address (SIP address). Press the phone's **1** key to enter a period/fullstop. To enter @ or -, repeat-press it until @ or - is displayed. Press **Clear** to edit. Press the control to scroll across.
3. Scroll down and enter your domain\username, e.g., company\mike. Repeat-press the phone's # key to select abc, ABC, Abc, or 123. Repeat-press the phone's **1** key until \.
4. Scroll down and enter your user password (get your Windows credentials from IT), and press **Sign in**.

☞ To sign out: Press the **Status** softkey when the screen is in idle mode, and then press **Sign out**.



6. Changing your Presence Status

- ☞ **To change your presence:** Press the **Status** softkey (idle screen mode), scroll down to the required presence, and then press the **Select** softkey.
- ☞ **To set Skype for Business server to automatically update presence:** Press the **Status** softkey (idle screen mode), and then select **Reset**.

Presence →



7. Basic Phone Operation

- ☞ **To make a call:** Enter a phone number and then press the **Dial** softkey. To call a contact: Press the CONTACTS hard key and find the contact under Favorites or in one of the **Groups**.
- ☞ **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 speaker or headset key.
- ☞ **To place a call on hold and make another call:** Press the HOLD hard key and from the Call Menu select **New Call**, enter the phone number and then press the **Dial** softkey. To return to the held call, navigate to it using the control button and then press the **Resume** softkey.
- ☞ **To mute yourself:** Press the mute key. To unmute yourself, press the mute key again.
- ☞ **To transfer a call:** During a call, press the TRANSFER key on the phone, enter the phone number to which to transfer the call, and then press the **Transfer** softkey.
- ☞ **To forward incoming calls to another phone:**
 1. When the phone's screen is in idle mode, press the **Forward** softkey, scroll down and select **Forward to a Number**.
 2. Enter the number to which 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 define a Speed Dial:** Long-press any of the 1-12 Function Keys until the Function Key #n screen opens, use the navigation button to scroll to and select Speed Dial+BLF, enter the phone # and label (or select from a directory) and then **Save**.

Notice Information

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 can be downloaded from <https://www.audiocodes.com/library/technical-documents>.

This document is subject to change without notice.

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