AudioCodes 440HD IP Phone with Microsoft® Skype™ for Business

Quick Guide

1. Before Installing

Congratulations on purchasing your **AudioCodes 440HD 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:

- ✓ 440HD IP Phone
- ✓ AC power adapter (optional)
- ✓ Cat 5e Ethernet cable
- ✓ Phone base stand
- ✓ Handset
- ✓ Handset cord
- ✓ Wall-mounting screws

2. Physical Description

Skype for Business

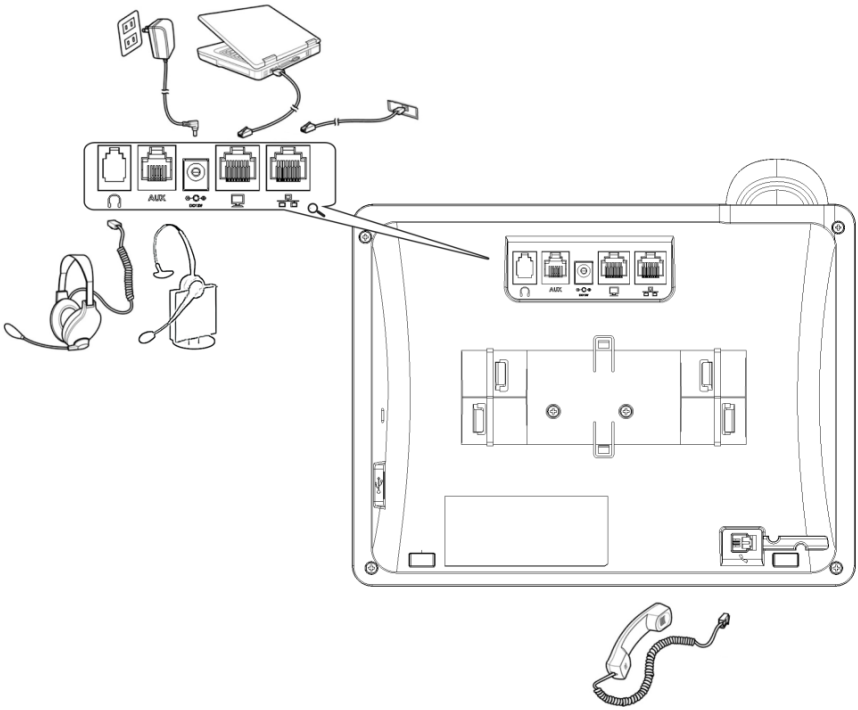
audiocodes

3. Cabling the Phone

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

To cable the phone:

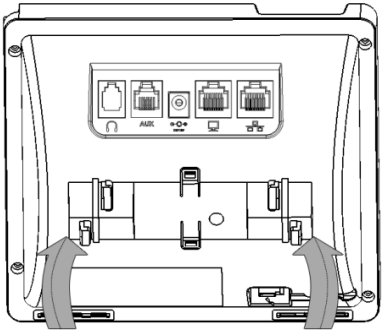
1. Connect the short, straight end of the phone cord to the handset and the longer straight end of the cord to the handset jack on the phone.
2. (Optional) Connect the RJ-9 headset jack to a headset.
3. Connect the RJ-45 LAN port to your LAN network (LAN port or LAN switch/router) with a CAT 5 / 5e Ethernet 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.

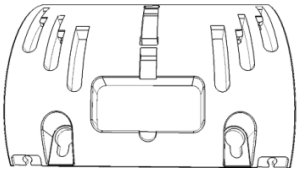


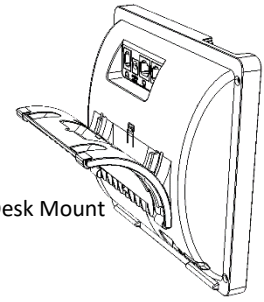
4. Mounting the Phone on a Desktop or Wall

For instructions on assembling the stand, scan me
or visit https://www.youtube.com/watch?v=oGe9STB9lFE.

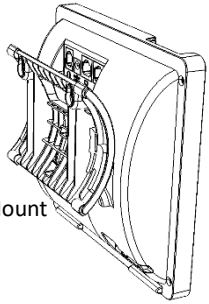
- ✓ **Desktop mounting:** Slide stand's outer rails (**A**) onto phone's outer notches (**A**).
- ✓ **Wall mounting:** Slide stand's middle rails (**B**) onto phone's inner notches (**B**).



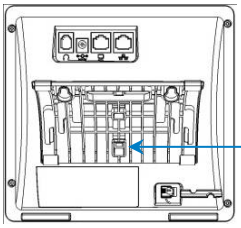




Desk Mount



Wall Mount



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

To wall mount the phone:

1. Using the mounting plate's two screw holes as a template, mark the locations on the wall where you want to mount the phone. The horizontal distance between the screw holes is 5.39 inches (137 mm).

2. Drill a hole in the wall at the two marked locations.
3. Insert an anchor (not supplied) in each hole for the 3.9mm screws.
4. Insert two screws (not supplied) into the two masonary anchors. It's recommended to use tapp 3.9 x 32mm (DIN 7981 C) self-tapping pan Phillips-head screws.

5. Leave about 3/16 inch or 5 mm between the screw head and the wall.
6. On the rear of the phone, detach the base used for desktop mounting.
7. Hang the plate on the screws.

8. Attach the phone to the plate.

Note: Wall mounting is not supported when the Expansion Module is attached to the IP Phone.

5. Signing in

☞ **To sign in with the Skype for Business client:** Refer to the *440HD IP Phone User's Manual*.

☞ **To sign in with your phone number and PIN:**

1. Press the **Sign in** softkey (when the LCD is in idle mode).
2. Enter your phone number and PIN (default sign-in method), and press **Sign in**.

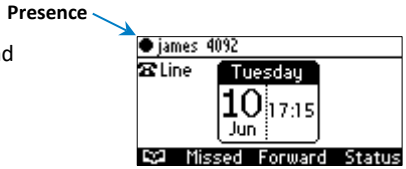
Sign in Softkey

☞ **To sign in with your username and password:**

1. Press the **Sign in** softkey (when the LCD is in idle mode) and scroll down to select **Switch sign-in method**.
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 LCD 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 your presence:** Press the **Status** softkey (idle screen mode), and then select **Reset**.

7. 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 softkey, select the directory 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 speaker or headset key.

- **To place a call on hold and make another call:** Press the softkey, select **New Call**, enter a phone number and then press the **Dial** softkey. To return to the held call, press the down key and then 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 **Dial** softkey.

- **To forward incoming calls to another phone:**

1. When the phone LCD 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, enter the phone # for which to define a speed dial, and then press the **Save** softkey.

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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