

## Quick Guide

### 1. Before Installing

Congratulations on purchasing your **AudioCodes 450HD IP Phone**! Note: Skype for Business (SfB) also applies to Lync™. Before setup, make sure the following items are included in the shipped box:

- ✓ 450HD IP Phone
- ✓ AC power adapter (optional)
- ✓ Cat 5e Ethernet cable
- ✓ Handset
- ✓ Handset cord
- ✓ Desktop stand
- ✓ Wall mount

### 2. Physical Description



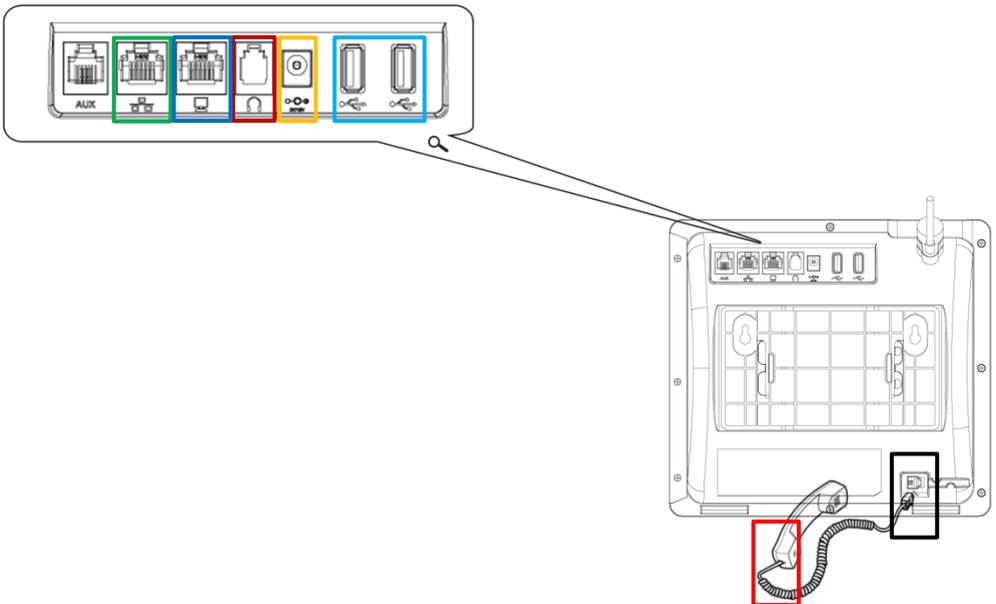
### 3. Cabling the Phone



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

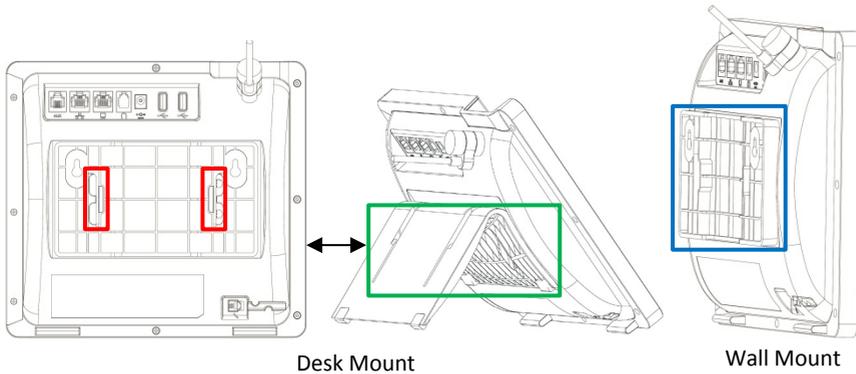
#### ☛ To cable the phone:

1. [Refer to the illustration below] 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 a headset to the **RJ-9 headset port**, or to one of the two **USB ports**.
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.



## Mounting the Phone on a Desktop or Wall

- ✓ **Desktop:** Slide the L-shaped stand's short or long edge **slots** onto **these** rails.
- ✓ **Wall:** Slide the **wall mount fitting** onto **these** rails.



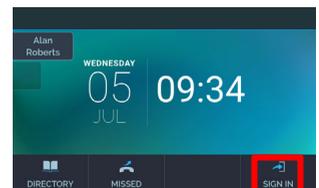
## 4. Signing in

### ☛ To sign into the phone via the SfB client when using BtoE:

See the *450HD IP Phone User's Manual*.

### ☛ To sign in with phone number and PIN (default method):

1. Touch the **SIGN IN** menu (in the phone's idle screen).
2. Enter your phone number and then the PIN, and touch **Sign in**.



### ☛ To sign in with your username and password:

1. Touch the **SIGN IN** menu (in the idle screen), touch **Sign-in method** and press the left or right rim of the navigation control to select **Password**.
2. Enter your sign-in address (SIP address). Press the phone's **1** key to enter a period/fullstop. To enter **@** or **-**, repeat-press **1** until the symbol is displayed. Touch the **CLEAR** menu to edit.
3. Press the lower rim of the navigation control to scroll down, and enter your domain\username, e.g., company\alan. Repeat-press the phone's **1** key until the symbol **\** is displayed.
4. Scroll down and enter your user password (get your Windows credentials from IT), and touch **SIGN IN**.

### ☛ To sign out: Touch the **STATUS** menu when the phone is idle, and then touch **SIGN OUT**.



**Note:** Some Skype for Business features are supported only when signing in with username and password, e.g., Calendar.

## 5. Changing your Presence Status

- ☛ **To change your presence:** Touch the **STATUS** menu, then touch the presence option you need, and then touch the **SELECT** menu.
- ☛ **To set the SfB server to automatically update your presence:** Touch the **STATUS** menu and navigate to and select **Reset**.



## 6. Basic Phone Operations

- ☛ **To make a call:** Enter a phone number and then touch the **DIAL** menu. To call a phone contact, touch the **DIRECTORY** menu, select the directory contact and then touch the **DIAL** menu.
- ☛ **To redial a number:** Press the **REDIAL** key, select a dialed number, and then touch the **DIAL** menu.
- ☛ **To answer a call:** Pick up the handset, or press the speaker or headset key.
- ☛ **To put a call on hold and make another call:** Press the **HOLD** key on the phone, touch the **CALL MENU** and select **New Call**. Enter a phone number and then press **DIAL**. To return to the held call, navigate to the held call and uncheck the **HOLD** touch menu.
- ☛ **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 a number in the **Transfer to...** field and then press the **TRANSFER** touch menu.
- ☛ **To forward incoming calls to another phone:**
  1. When the phone is idle, touch the **FORWARD** menu and then touch **Forward to a number**.
  2. Enter the number to which you want to forward the calls, and then touch the **START** menu. To deactivate call forwarding, touch the **FORWARD** menu and select **Do not forward calls**.

### Notice Information

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This document is subject to change without notice.

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