

Quick Guide

1. Before Installing

Congratulations on purchasing your **AudioCodes 420HD 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:

- ✓ 420HD IP Phone
- ✓ AC power adapter (optional)
- ✓ Cat 5e Ethernet cable
- ✓ Phone base stand
- ✓ Handset
- ✓ Handset cord
- ✓ Wall-mounting screws

2. Physical Description



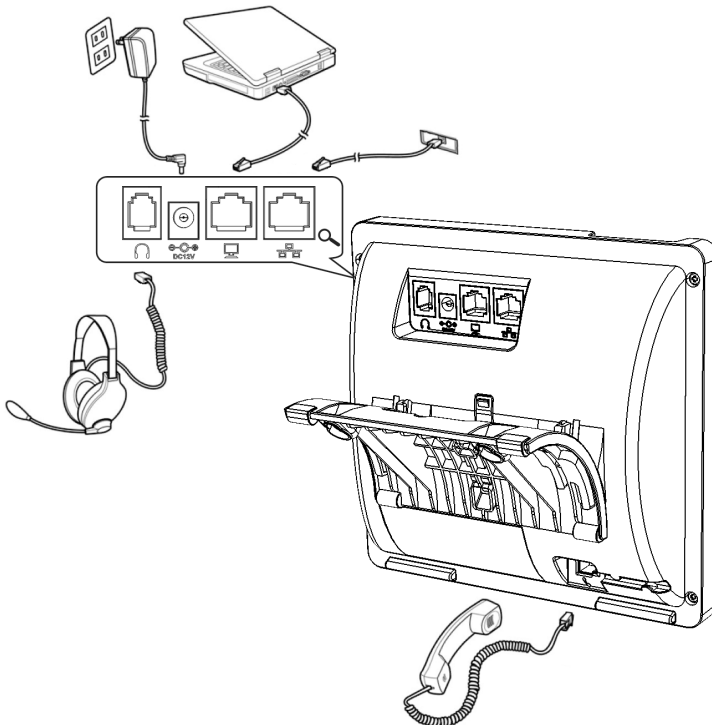
3. Cabling the Phone



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.

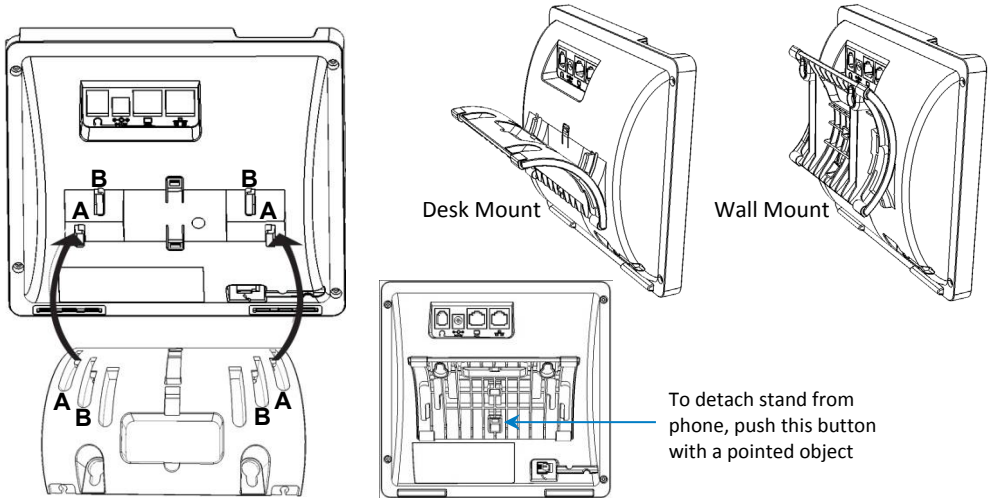


4. Attaching Stand to Phone

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).



5. Signing in to Lync

☞ **To sign in with Skype for Business client, see the 420HD 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**.

☞ **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 – the same you use for PC access – and then press **Sign in**.

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





↑
Sign in Softkey

6. Changing your Presence Status

- ☛ **To change your presence:** Press the **Status** softkey (when LCD is in idle 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 (when the LCD is in idle mode) and 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**.

Notice Information

This Quick Guide describes the quick setup for AudioCodes 420HD IP Phone for Skype for Business.

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