

Quick Guide

1. Before Installing

Congratulations on purchasing your **AudioCodes445HD 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



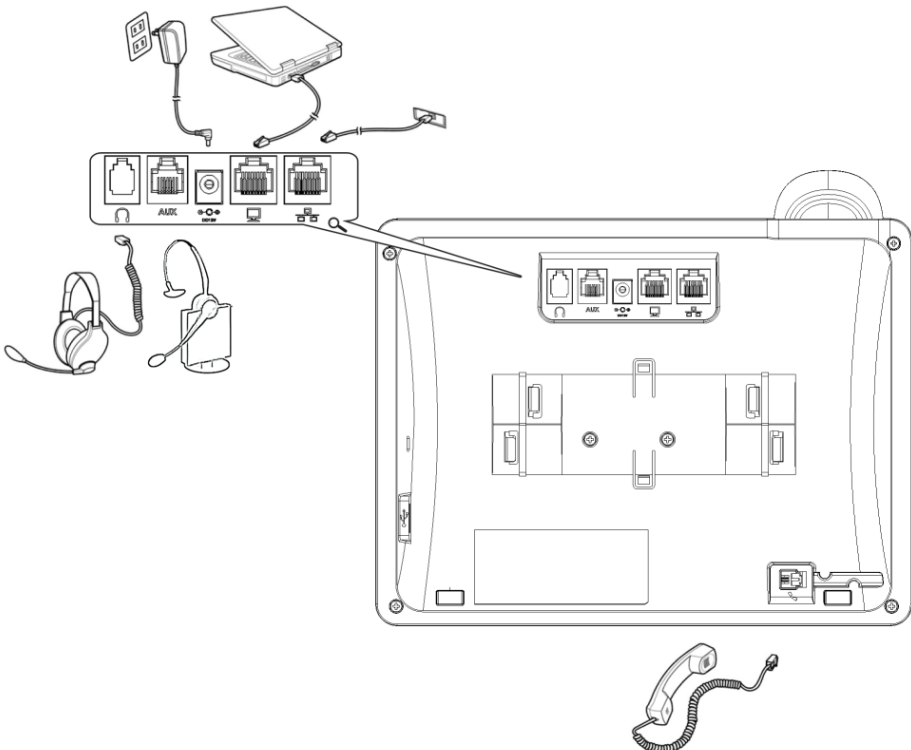
3. Cabling the Phone



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

To cable the phone:

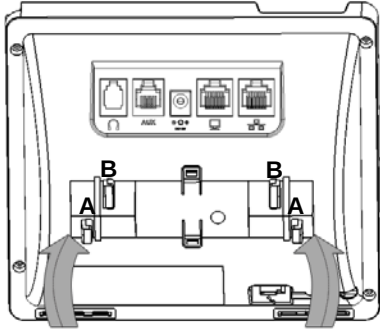
1. Connect the short, straight end of the phone cord to the handset and the longer straight end of the cord to the handset jack on the phone.
2. (Optional) Connect the RJ-9 headset jack to a headset.
3. Connect the RJ-45 LAN port to your LAN network (LAN port or LAN switch/router) with a CAT 5 / 5e Ethernet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



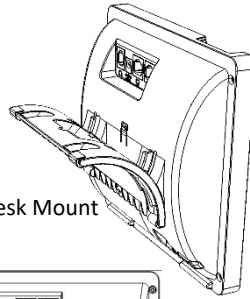
4. Attaching Stand to Phone

For instructions on assembling the stand, scan me or visit <https://www.youtube.com/watch?v=oGe9STB9IFE>

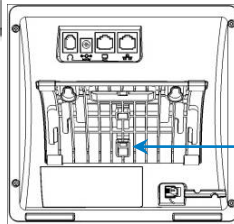
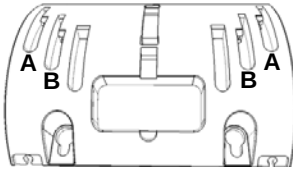
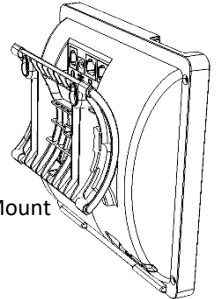
- ✓ **Desktop mounting:** Slide stand's outer rails (A) onto phone's outer notches (A).
- ✓ **Wall mounting:** Slide stand's middle rails (B) onto phone's inner notches (B).



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*.

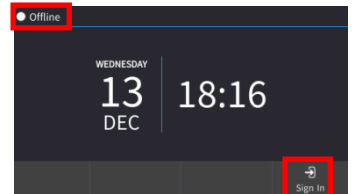
☞ To sign in with your PIN:

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**.

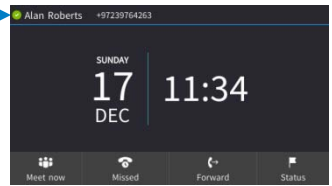
☞ To sign out: Press the **Status** softkey when the screen is in idle mode, and then press **Sign out**.



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**.

8. Connecting to a Router via Wi-Fi

The phone can be connected to a router via Wi-Fi. The Wi-Fi interface is used when the phone is installed in a LAN/Cable free environment, to perform VoIP calls over Wi-Fi.

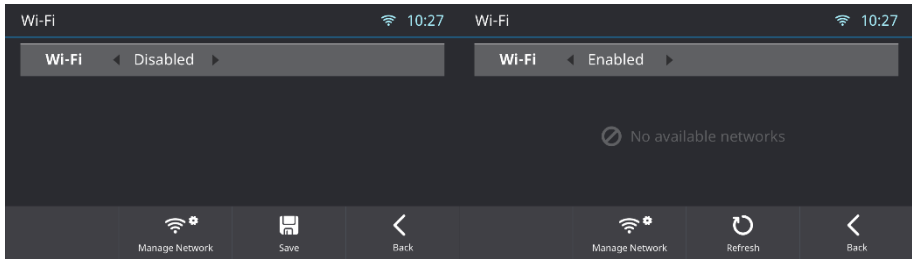
You can connect by:

- ☞ Pressing the Wi-Fi icon in the phone's main menu -or-
- ☞ Navigating in the 'Settings' menu and then selecting the Wi-Fi option.

9. Enabling / Disabling Wi-Fi Capabilities

Setting Wi-Fi to **On** provides the following options in the phone's **Settings > Wi-Fi** menu:

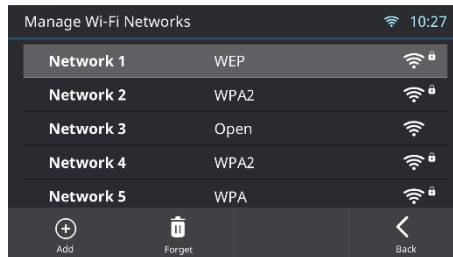
- ☛ **On/Off** option – to enable / disable Wi-Fi



- ☛ **Connected Network** if already connected



- ☛ **List of all available networks**

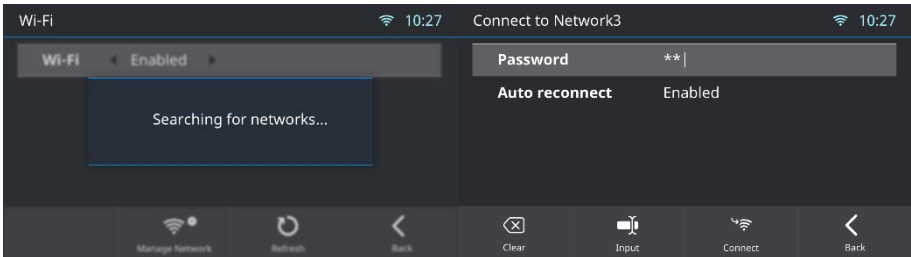


- ☛ **Option to configure another network (not one of the available networks)**

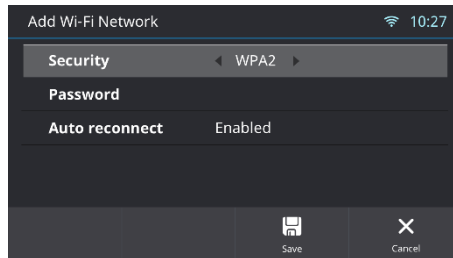
10. Configuring Wi-Fi Network Parameters

Users can configure a new Wi-Fi connection using one of two options:

- By choosing one of the available networks from the list of available connections provided -or-



- By setting another network 'manually'



11. Supported Authentication Methods

Following are the authentication methods supported:

- Open, no password
- Shared, encryption type WEP
- WPA2 Personal, encryption type AES or TKIP
- WPA Personal, encryption type AES or TKIP
- WPA2 Enterprise, encryption type AES or TKIP
- WPA Enterprise, encryption type AES or TKIP
- 802.1x, encryption type WEP

12. Status

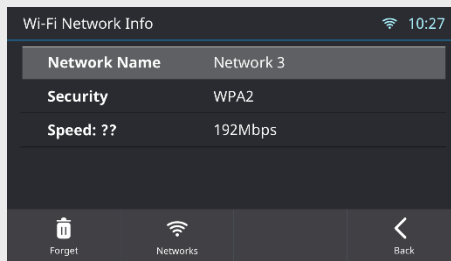
The **Device Status>Wi-Fi** screen provides the following basic information:

- 🔑 Network name
- 🔑 Authentication method



Note:

- An icon indicating Wi-Fi signal strength is also displayed, on the screen's upper bar. select the icon for the Wi-Fi Network Info screen to open.



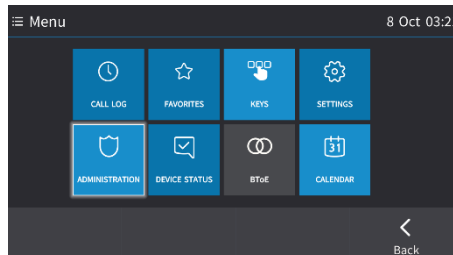
- If a Wi-Fi connection has been set up and established, it will be used even if a LAN connection exists.

13. Configuring Bluetooth

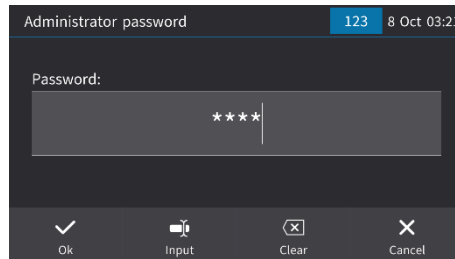
The Bluetooth interface is used to connect the phone to a wireless headset or speaker.

🔑 **To pair and connect a remote Bluetooth device:**

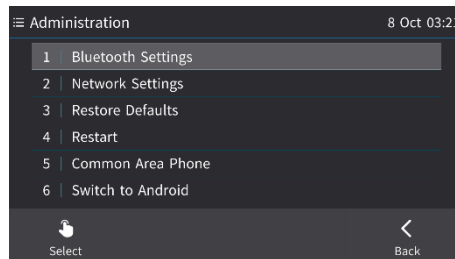
1. Press the phone's MENU hard key and select the **Administration** option.



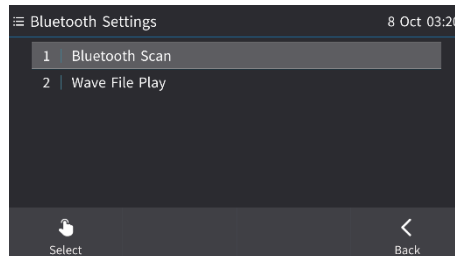
2. Enter the administrator's password.



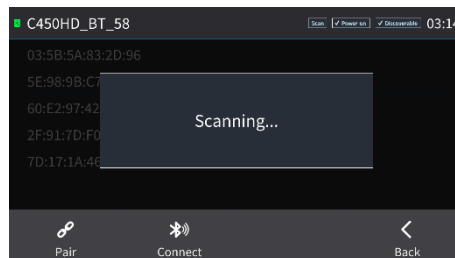
3. In the Administration screen, select the **Bluetooth Settings** option.



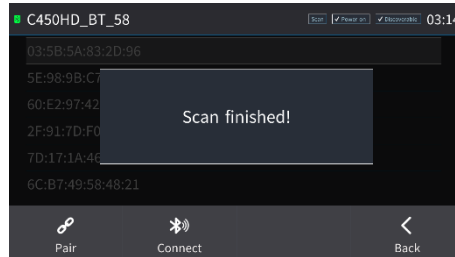
4. In the Bluetooth Settings screen that opens, select the **Bluetooth Scan** option.



5. View the indication that the system has started to automatically 'scan' if there are devices that are NOT PAIRED.



6. Wait for the scan to finish.



7. Select one of the Bluetooth devices listed, let it enter 'pair mode' and then click the **Pair**softkey; once paired successfully, click the **Connect**softkey to connect the remote device.



Note: The system does not start scanning automatically if there are PAIRED devices in the list; to scan 'manually', press the **Scan** key in the uppermost right corner of the screen.





FCC WARNING:

- FCC Guidelines for Human Exposure This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance of 20 cm between the radiator and your body.
- This product does not contain any user serviceable components and is to be used with approved antennas only. Any product changes or modifications will invalidate all applicable regulatory certifications and approvals.
- We, AudioCodes Ltd., 1 Hayarden St Airport City Lod Israel, declare under our sole responsibility that the 445HD IP phone complies with Part 15 of FCC CFR47 Rules. Operation is subject to the following two conditions:
 - This device may not cause harmful interference, and
 - This device must accept any interference received, including interference that may cause undesired operation

For any questions or problems please contact our local office AudioCodesInc at 200 Cottontail Lane Suite A101E, Somerset NJ 08873. Tel: +1-732-469-0880

Fax: +1-732-469-2298, Director of QC and operations glenn.wilder@audiocodes.com

- Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
 - Reorient or relocate the receiving antenna.
 - Increase the separation between the equipment and receiver.
 - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
 - Consult the dealer or an experienced radio/TV technician for help.

Notice Information

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This document is subject to change without notice.

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