For users moving from UC Cisco to AT&T Skype for Business (S4B)

With implementation of the new AT&T Hosted Skype4B service, you may be receiving a new Audio Codes IP phone. This phone will replace your Cisco IP phone.

The new phone will be delivered to your desk prior to the migration date. The migration will take place after 5:00pm. You will be emailed of the actual migration date in advance. On the date of your migration, you will be required to disconnect your old Cisco phone and connect your new Audio Codes phone before you leave for the day. Here is the procedure for doing this:

1. **Logout** or power down your PC (or disconnect your Laptop from the docking station)
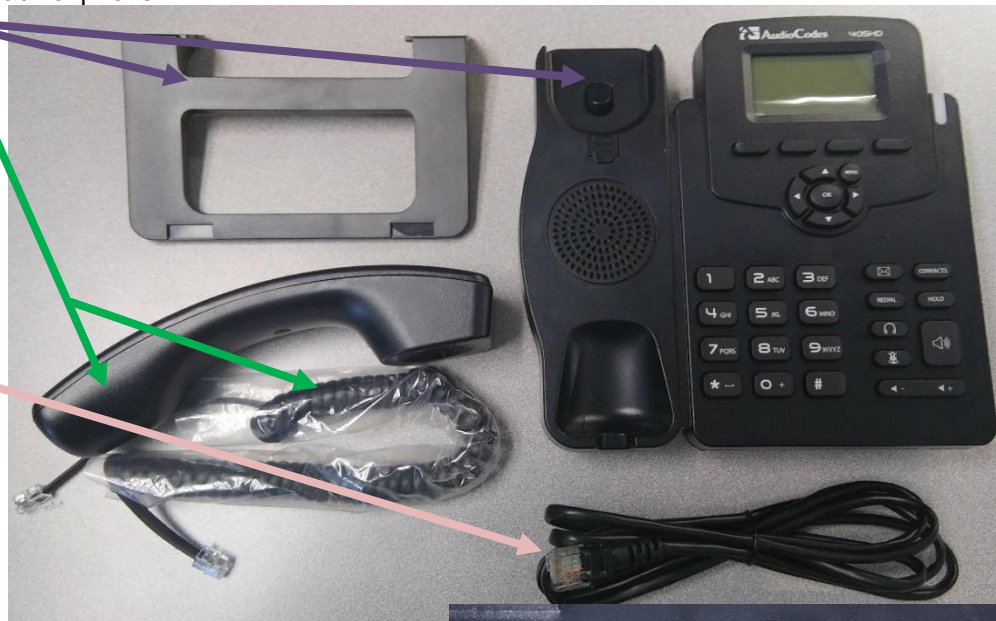
2. **Unbox** the new Audio Codes phone.

3. **Connect** the stand to the back of phone

   connect handset/handset cord to plug in back of phone.

   The new network cable will not be used and should be put in box near front desk

4. **Turn** your old Cisco phone over and disconnect the network cables.
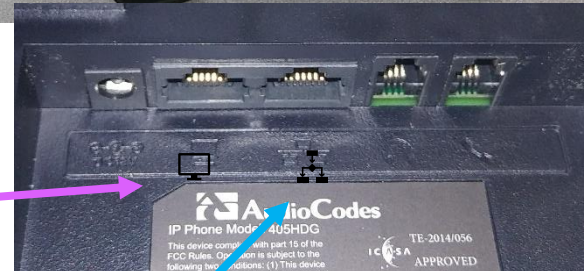
   a. Place old phone in box near front desk

5. **Connect** the network cables to your new Audio Codes phone (using the existing cables).

   a. Connect the network cable that runs from your PC (or docking station) to the Connecter labeled PC or this symbol: 🖥

   b. Connect the network cable that runs from the Wall Jack to the Connecter labeled Internet or this symbol: 🖧

6. **Ready!** The phone should power up after the network cable from the Wall Jack is connected. If it does not, open incident ticket with the HELP DESK