Audio Code 405 phone set up

Effective Date: 6/1/2020

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 Centrex 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. The day prior to your migration, you will be required to disconnect your old Centrex phone and connect your new Audio Codes phone before you leave for the day. *(You can also set up your new phone a few days prior but DON'T disconnect your old phone until migration 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 (see below for install instructions)

   You may find this video useful: - https://youtu.be/52DZ2ti_OiI

4. **Unplug** your old Centrex phone line cord from the WALL jack – unclip, don't just pull.
   a. Wrap the line cord (flat cord from wall) around the phone and put the old phone in a box near the front desk.

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

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

   b. Connect the current network cable that runs from the Wall Jack to the Connecter labeled Internet or this symbol: 🖧
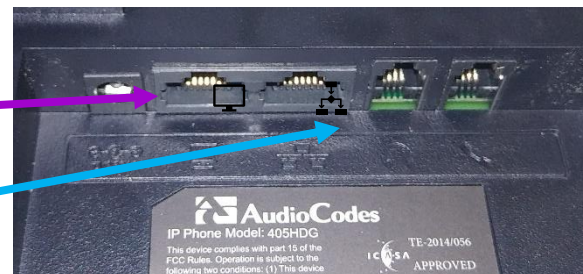
6. **Ready!** The phone should power up after the network cable from the Wall Jack is connected. If it does not open ticket with your Help Desk