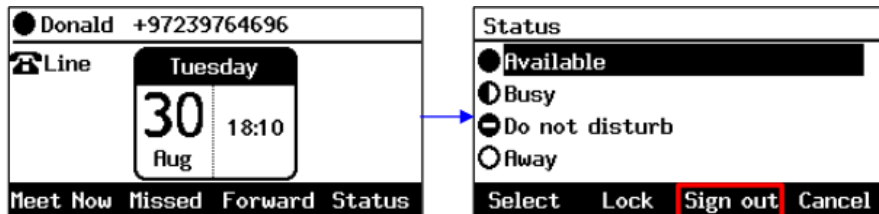


## Sign-In/Out of Phones

### AudioCodes 405, 420 & 440

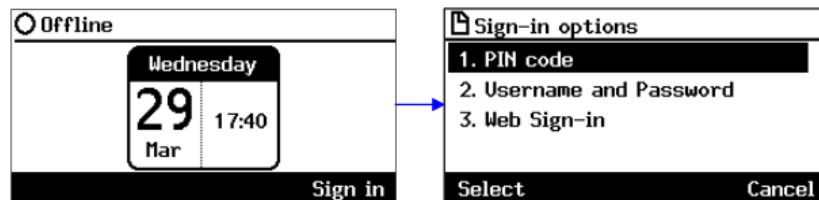
#### Sign out:

- In the idle screen, press the Status softkey.
- In the Status screen press the Sign out softkey.

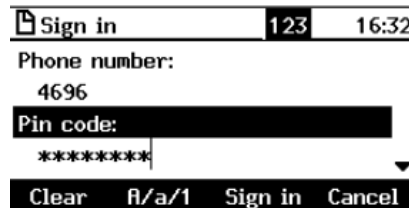


#### Sign In:

- Press the **Sign-in** soft key (black button) located directly below the words on screen.
- Select the PIN Code option



- For Phone number: Enter your 4-digit MTSU extension.

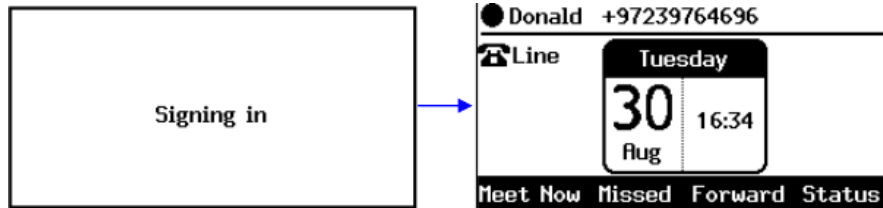


- Navigate down to the Pin code field by using your down control on the navigation pad (*navigation pad shown below*)



- Enter your **PIN** – Default is **6878** (unless you already changed it)
  - To change your PIN, please see instructions below.

- After entering your PIN press the **Sign in** soft key.
- Once you are signed in, you will see your name and phone number in the upper on the display.



- If your attempts to sign in are unsuccessful, please try resetting your PIN via the instructions below. If you continue to have issues, please contact Telecommunication Services at [telecom@mtsu.edu](mailto:telecom@mtsu.edu) or at 615-898-2991.

## Reset Phone Pin

The pin number for your phone is the same as the Skype for Business dial in conferencing pin. You can reset it via the Dial-In Conferencing Settings page.

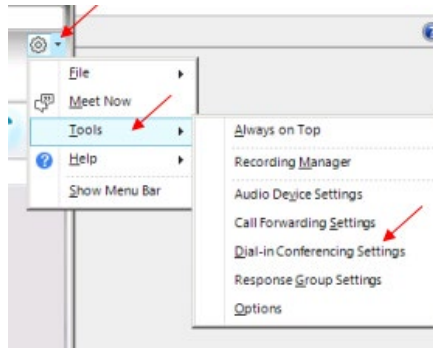
Access the Dial-In Conferencing Settings one of two way:

1. Directly to website:

- <https://dialin.mtsu.edu/>
- Click Sign In
- User name: FSA\username
- Password: FSA password
- Sign In
  - Reset your PIN
  - Enter New PIN and Confirm PIN
  - Your PIN:
    - Must be between 4 and 24 digits long
    - Cannot contain letters, spaces or special characters
    - Cannot contain repeating or consecutive numbers, or match your phone number or extension

2. Via Skype for Business:

- Tools
- Dial-In Conferencing Settings



- Opens <https://dialin.mtsu.edu/>
  - Click Sign In
  - User name: FSA\username
  - Password: FSA password