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.

![Signing in](image)

• 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/](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

     ![Skype for Business Settings](image)

     - Opens [https://dialin.mtsu.edu/](https://dialin.mtsu.edu/)
       - Click Sign In
       - User name: FSA\username
       - Password: FSA password