

## Signing In and Out

Sign in to your Microsoft account to use your phone.



### Sign In to Your Phone

- 1 Select **Sign In**.
- 2 Enter your email and password.
- 3 Select **Sign In**.

### Sign In Using a Web Browser

*\*Use with two factor authorization*

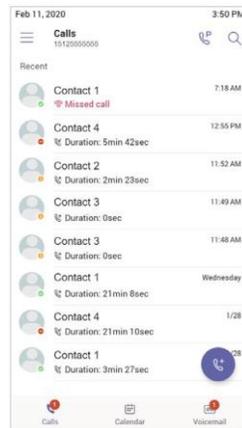
- 1 Select **Sign In**.
- 2 Select **Sign in from another device**.
- 3 In a web browser, enter the provided URL.
- 4 Enter the code.
- 5 Sign in to your Microsoft account.

### Sign Out

- » Select **Menu** ☰ > **Settings** > **Sign out** 🏠.

## Audio Calls

View recent and missed calls, redial contacts, place calls, and pick up parked calls (if enabled).

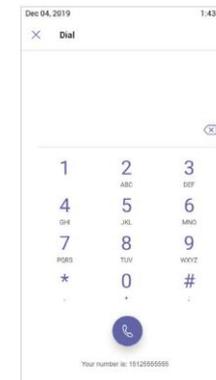


### Call a Contact

- 1 Do one of the following:
  - Pick up the handset.
  - Press the headset or speakerphone icon on the phone.
  - Select **Make a Call** 📞.
- 2 Search for and select a contact.
- 3 Next to the contact's name, select **Call** 📞.

### Dial a Phone Number

- 1 Do one of the following:
  - Pick up the handset.
  - Press the headset or speakerphone icon on the phone.
  - Select **Make a Call** 📞.
- 2 Select **Dialpad** 📞.



- 3 Enter a phone number.
- 4 Select **Call** 📞.

### Transfer a Call

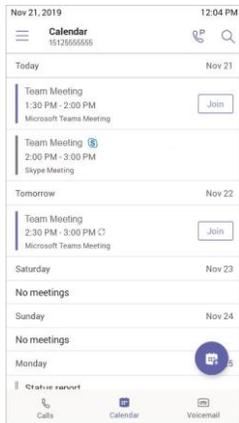
- 1 In a call, select **More Options** ⋮.
- 2 Select **Transfer** (↪).
- The call is placed on hold.
- 3 Select **Transfer now**.
- 4 Search for and select a contact.
- The call transfers to the selected contact.

## Put a Call on Hold

- 1 In a call, select **More Options** ⋮.
- 2 Select **Put call on hold**.

## Calendar and Meetings

Join, schedule, and view information for Teams meetings from the **Calendar** screen.



### Join a Meeting

» To the right of the meeting title, select **Join**.

### Schedule a Meeting

- 1 Select **Schedule Meeting** 🗓️.
- 2 Enter the meeting information.
- 3 To add participants, select **Add participants**.

- 4 Search for a contact, select the contact, and select **Submit** ✓.
- 5 To schedule the meeting, select **Submit** ✓.

### View Meeting Details

- » From the **Calendar** screen, select a meeting.
- Meeting details include the date, time, your acceptance status, participants, and the meeting message.

### Invite a Participant During a Meeting

- 1 In a meeting, select **Add Participant** 👤+.
  - 2 Search for and select a contact.
- Your contact receives a request to join the meeting.

### Mute Your Microphone

- 1 In a meeting, select **More Options** ⋮.
- 2 Select **Mute** 🙇.

## Presence Status

Set your Teams status and status message

### Change Your Presence Status

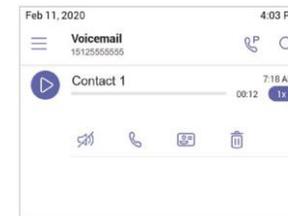
- 1 Select **Menu** ☰.
- 2 Select your current status.
- 3 From the status list, choose a new status.

## Set a Status Message

- 1 Select **Menu** ☰.
- 2 Select **Set status message** 🗨️.
- 3 Enter a message and select **Submit** ✓.

## Voicemail

Check your voicemail from the **Voicemail** screen. If enabled, the phone also transcribes your voicemail messages.



### Check Your Voicemail

- 1 Select **Voicemail** 📞.
  - 2 Select a message from the list.
- If enabled, you can read the transcribed message from your phone.

## Getting Help

Visit [Polycom Support](#) for help setting up and using your phone.