

Quick Tips for Poly CCX Business Media Phones with Microsoft Teams



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 \equiv > Settings > Sign out \bigcirc .

Audio Calls

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

Feb 11	,2020	3:50 PM	
≡	Calls 15125555555	& Q	
Recer	nt		
0	Contact 1	7:18 AM	
0	P Missed call		
0	Contact 4	12:55 PM	
	Contraction: 5min 42sec		
0	Contact 2	11:52 AM	
	& Duration: 2min 23sec		
0	Contact 3	11:49 AM	
	& Duration: Osec		
0	Contact 3	11:48 AM	
	& Duration: 0sec		
0	Contact 1	Wednesday	
0	& Duration: 21 min 8sec		
0	Contact 4	1/28	
	Contraction: 21min 10sec		
Q	Contact 1	28	
0	S Duration: 3min 27sec	C	
	e		
	Calls Calendar	Voicemail	

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 II.



- 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.

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.

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 i.
- 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 \checkmark .

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 c^{+} .
- 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 Ø.

Presence Status

Set your Teams status and status message

Change Your Presence Status

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

Set a Status Message

- 1 Select Menu \equiv .
- 2 Select Set status message 4.
- 3 Enter a message and select Submit \checkmark .

Voicemail

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

Feb 11	2020	4:03 PM			
Ξ	Voicemail 1512555555 Contact 1			PP	Q
D				00:12 1x	
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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 <u>Polycom Support</u> for help setting up and using your phone.

