

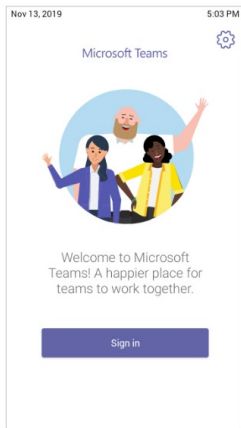


Quick Tips for Poly CCX Business Media Phones with Microsoft Teams

3725-49736-001A | Software 5.9.12 | February 2020

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

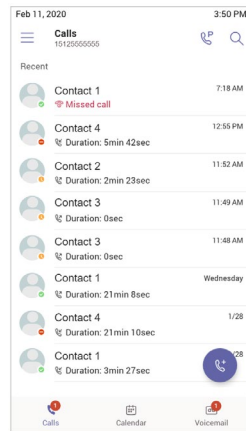
- 1 Select **Sign In**.
- 2 Select **Sign in from another device**.
- 3 In a web browser, enter the provided URL.
- 4 Enter the code.
- 5 Sign in to your Microsoft account.

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).

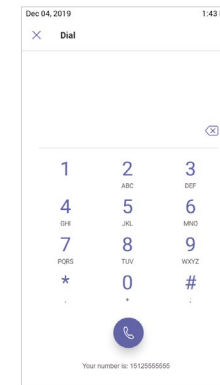


Call a Contact

- 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.

Park a Call

- 1 In a call, select **More Options** ⋮.
- 2 Select **Park Call** 📞.

The call is placed on hold, and you receive a parked call code.

Pick Up a Parked Call

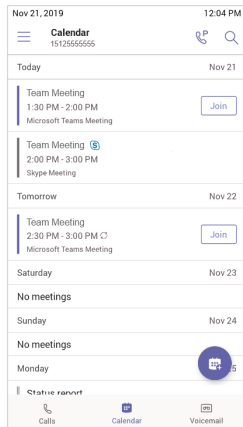
- 1 On the **Calls** screen, select **Pick up parked call** 📞.
- 2 Enter the parked call code and select **Pick Up**.

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 from your phone.

Change Your Presence Status

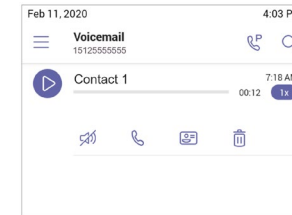
- 1 Select **Menu** ☰.
- 2 Select your current status.
- 3 From the status list, choose a new status.

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.

Microsoft Teams Help

For more information, see the [Phones for Microsoft Teams help site](#).

Polycom Documentation Library

For more information on phone settings, see the [Poly CCX Business Media Phones with Teams User Guide](#).