Poly CCX Business Media Phones
Teams

Signing In and Out

Sign in to your Microsoft account to use your phone.
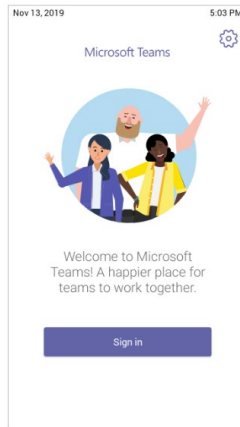
Sign In to Your Phone

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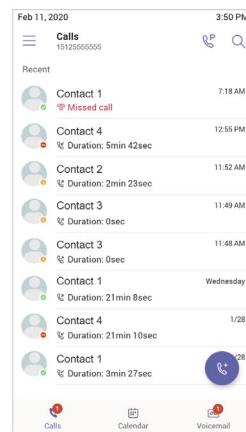3 Select **Sign In**.

Sign In Using a Web Browser

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).
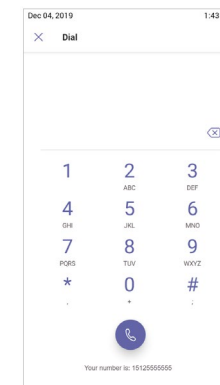
Call a Contact

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

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** ℂ⁺.
2 Select **Dialpad** ⠿.

3 Enter a phone number.
4 Select **Call** ℂ.

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.
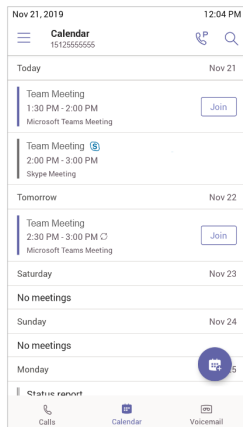
Pick Up a Parked Call

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.
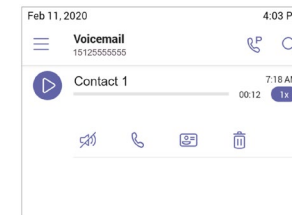
Change Your Presence Status

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.