

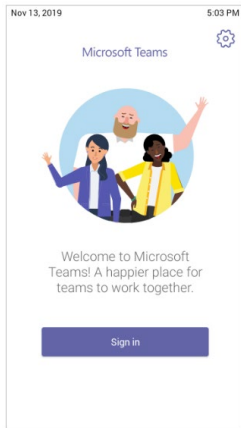
Quick Guide for Poly Phones with Microsoft Teams

Simple. Intuitive. Made for Teams.



Signing In and Out

Sign in to your CCBC (Microsoft) account to use your phone. (You can sign in to your account from any CCBC Poly Phone.)

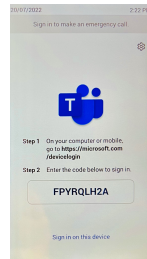


Sign In to Your Phone

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

Sign In Using a Computer or Mobile Device

- 1 Select **Sign In**.
- 2 Select **Sign in from another device**.
- 3 From a computer or mobile device, go to <https://microsoft.com/devicelogin>
- 4 Enter the code displayed on the phone.
- 5 Sign in to your CCBC (Microsoft) account.

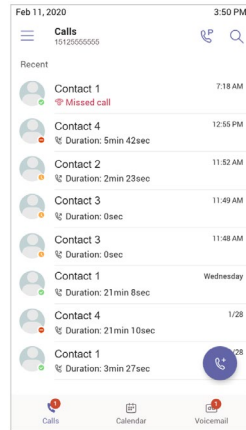


Sign Out

- » Select **Menu** ≡ > **Settings** > **Sign out** ↗.

Audio Calls

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

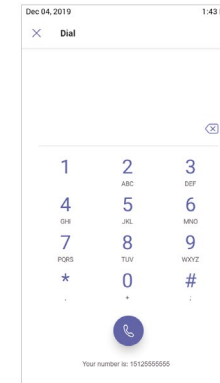


Call a Contact

- 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

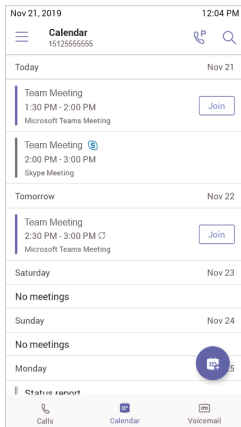
- 1 On the **Calls** screen, select **Pick up parked call** ☏.
- 2 Enter the parked call code and select **Pick Up**.

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

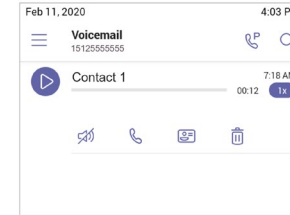
- 1 Select **Menu** ☰.
- 2 Select your current status.
- 3 From the status list, choose a new status.

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.



Check Your Voicemail

- 1 Select **Voicemail** ☏.
- 2 Select a message from the list. 📄

Getting Help

For help setting up and using your phone, contact the Help Desk online at helpdesk.ccbcmd.edu or call 443.840.HELP (4357).

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](#).