

# Quick Start

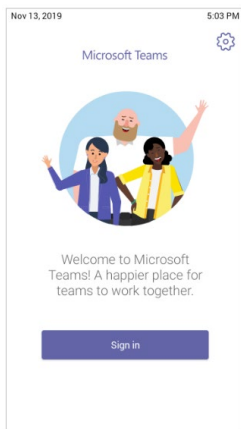
## Poly CCX Business Media Phones with Microsoft Teams



MOMENTUM

### 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

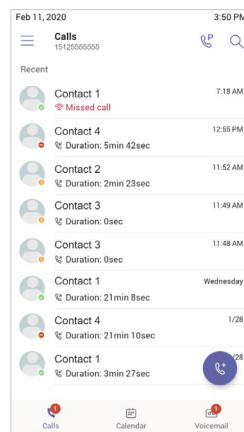
- 1 Select **Sign In**.
- 2 Select **Sign in from another device**.
- 3 In a web browser, enter the provided URL.
- 4 Enter the code.
- 5 Sign in to your Microsoft account.

#### 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).

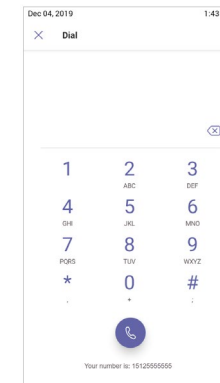


#### Call a Contact

- 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

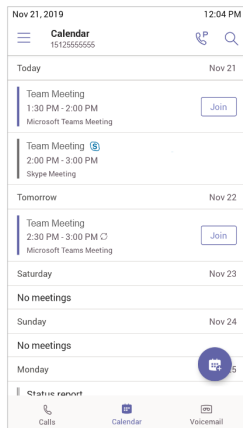
- 1 On the **Calls** screen, select **Pick up parked call** 📞.
- 2 Enter the parked call code and select **Pick Up**.

## 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

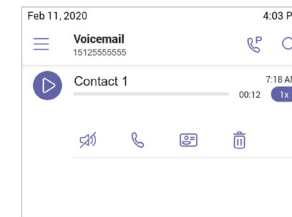
- 1 Select **Menu** ☰.
- 2 Select your current status.
- 3 From the status list, choose a new status.

## 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.