

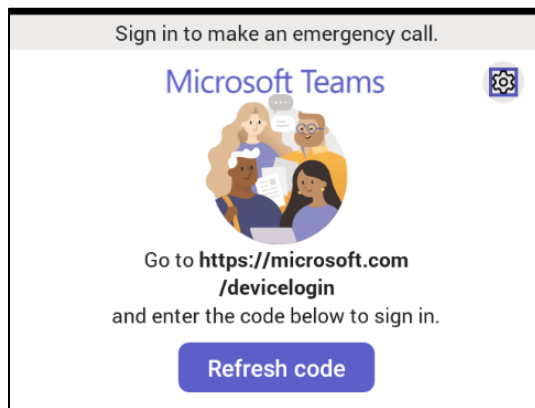
# Quick Tips for Poly CCX 350 Business Media Phones with Microsoft Teams

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These Quick Tips apply to Poly CCX 350 business media phones configured for Microsoft Teams environments.

## Signing In and Out

Sign in to your Microsoft account to use your phone.



### Sign In Using a Web Browser

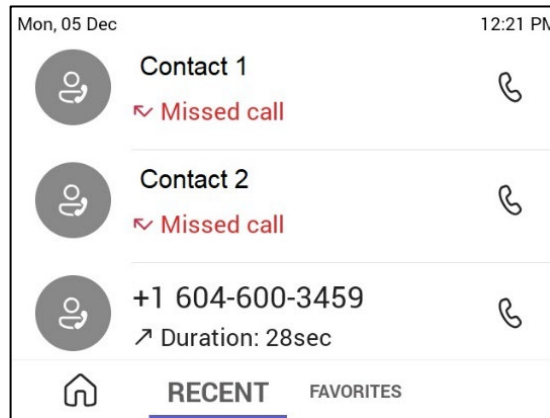
- 1 Select **Refresh code**.
- 2 In a web browser, enter the provided URL.
- 3 Enter the code.
- 4 Sign in to your Microsoft account.

### Sign Out

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

## Audio Calls

View recent and missed calls, redial contacts, and place calls.

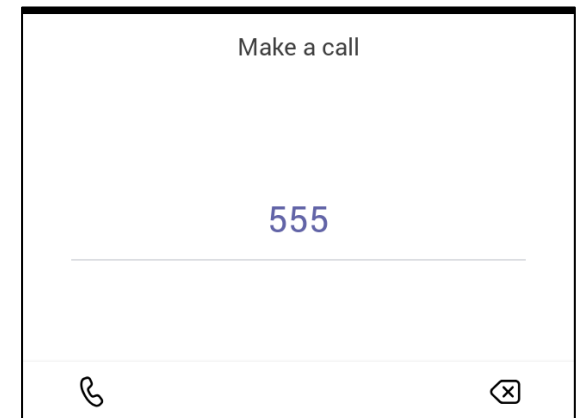


### Call a Contact

- 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.

## Put a Call on Hold

- 1 In a call, select **More Options** ⋮.
- 2 Select Put call on hold.

## Presence Status

Set your Teams status and status message from your phone.

## Change Your Presence Status

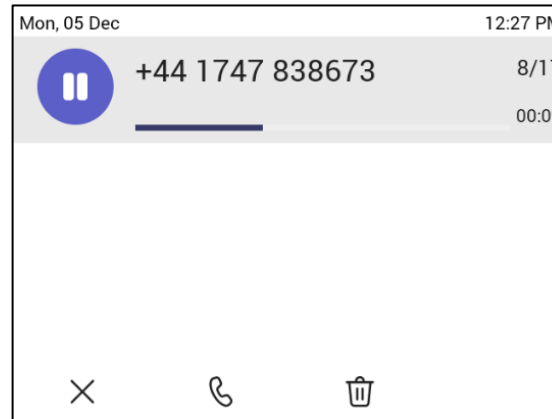
- 1 Select **Menu** ☰.
- 2 Select your current status.
- 3 From the status list, choose a new status.

## 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 [Poly Support](#) for help with setting up and using your phone.

## Microsoft Teams Help

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

## Poly Documentation Library

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