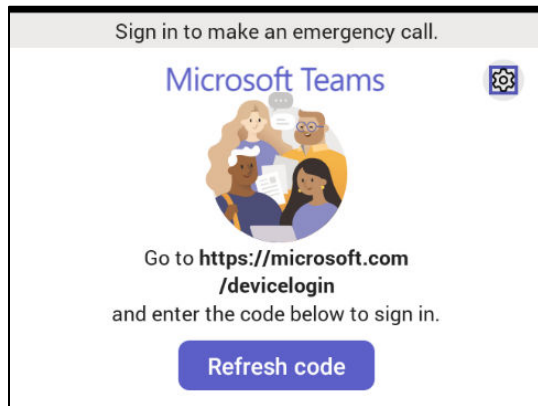# poly

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

3725-49752-001A | PVOS 8.0.2 | December 2022

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 to make an emergency call.

Microsoft Teams

Go to **https://microsoft.com /devicelogin** and enter the code below to sign in.
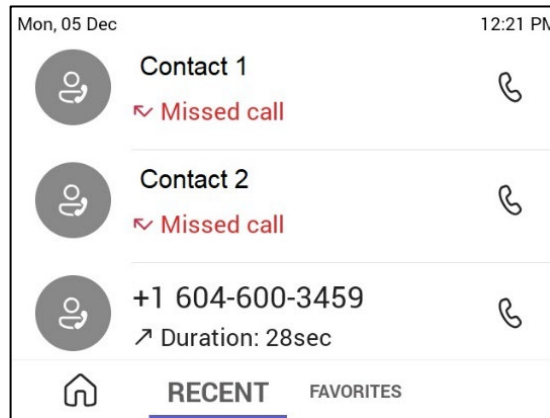
Refresh code

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.

Mon, 05 Dec   12:21 PM

Contact 1
↝ Missed call   📞

Contact 2
↝ Missed call   📞

+1 604-600-3459
↗ Duration: 28sec   📞
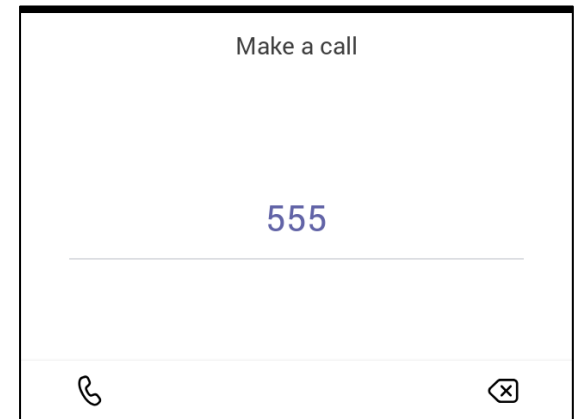
🏠   RECENT   FAVORITES

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** ⠿.

Make a call

555

📞   ⌫

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.
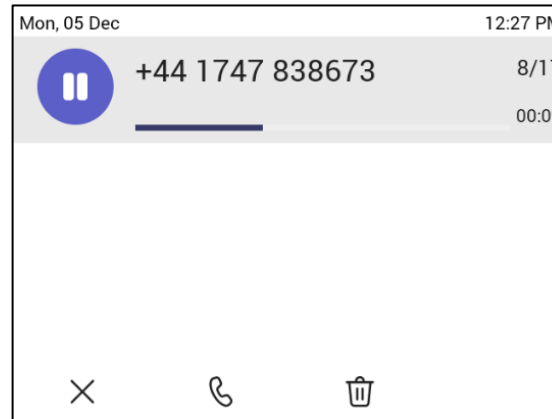
Change Your Presence Status

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.

Mon, 05 Dec		12:27 PM
⏸	+44 1747 838673	8/17
		00:09
✕	📞	🗑

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*.

poly