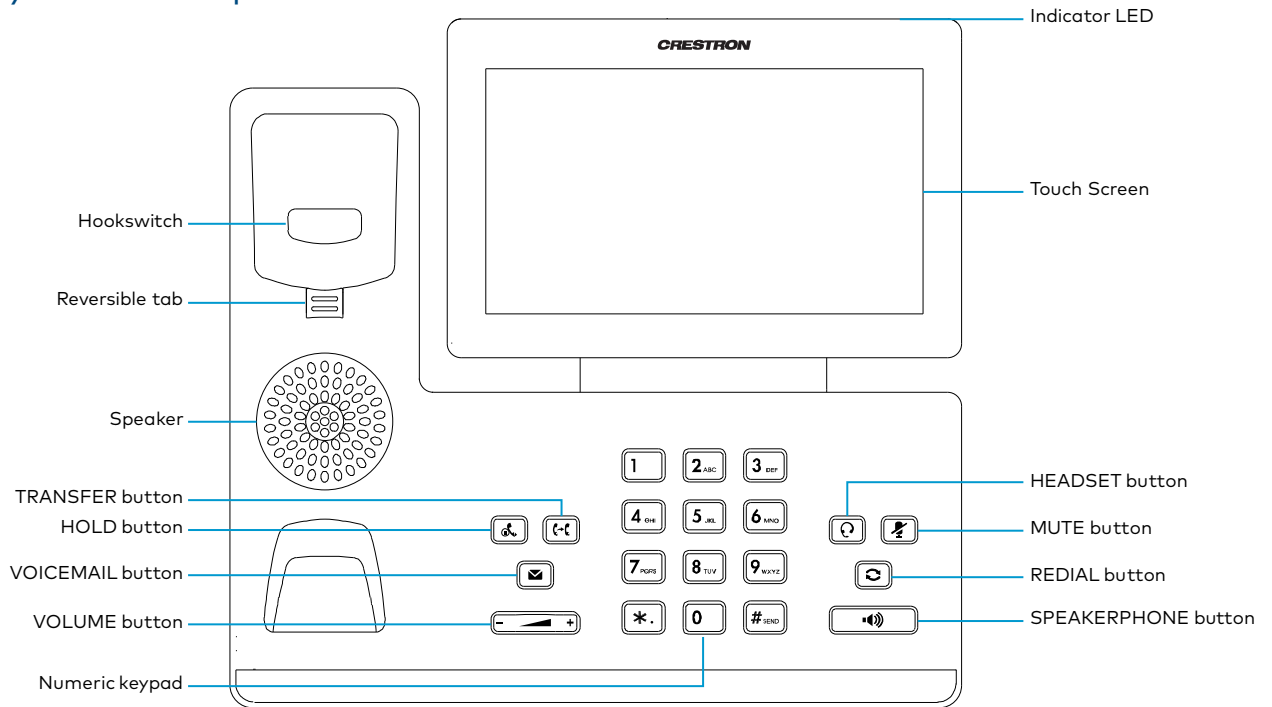


Phone Operation

Physical Description

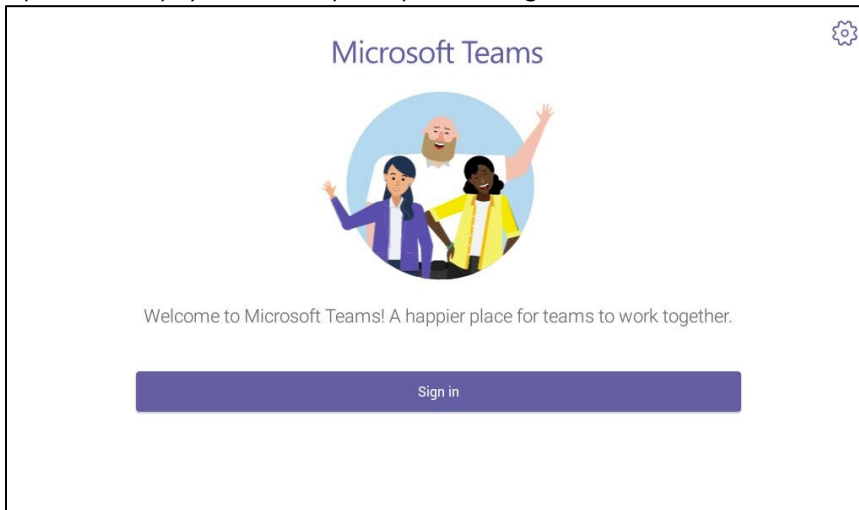


- **Hookswitch:** The hookswitch connects or disconnects the phone from the phone line. The hookswitch is automatically activated when the handset is lifted from the phone.
- **Reversible Tab:** Secures the handset in the handset cradle when the phone is mounted vertically.
- **Speaker:** Used for speakerphone functions.
- **TRANSFER:** Transfers a call.
- **HOLD:** Press to place a call on hold. Press again to resume the call.
- **VOICEMAIL:** Press to access voicemail.
- **VOLUME:** Press – to lower the volume. Press + to raise the volume.
- **Numeric Keypad:** Use to dial numbers or enter information.
- **Indicator LED:** Indicates call status, message status and phone's system status.
 - Red: The phone is initializing.
 - Fast-flashing red: The phone is ringing.
 - Slow-flashing red: The phone receives a voicemail or misses a call.
- **Touch Screen:** Tap to select and highlight screen items.

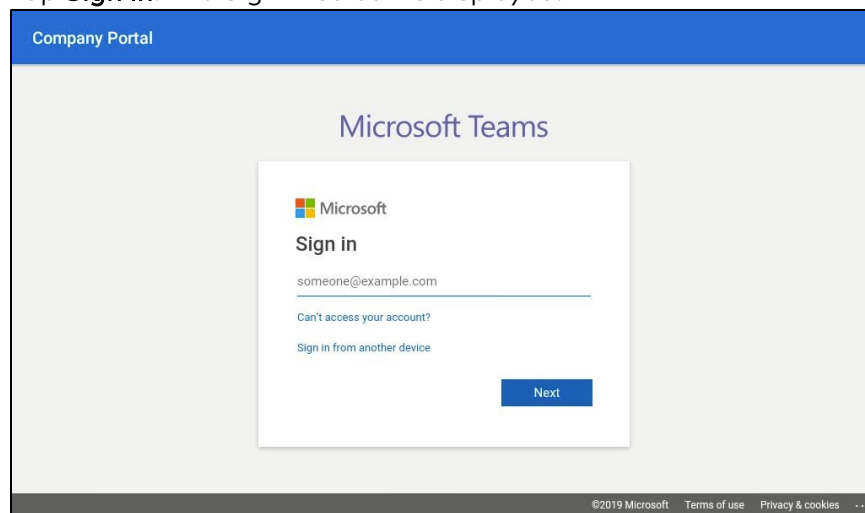
- **HEADSET:** Press to toggle the headset on or off. The button glows green when the headset is in use.
- **MUTE:** Press to toggle the microphone on or off. The button glows red when the mute feature is activated.
- **REDIAL:** Press to redial the last-dialed number.
- **SPEAKERPHONE:** Press to toggle the speakerphone for hands free operation. The button glows green when the speakerphone is activated.

Sign In

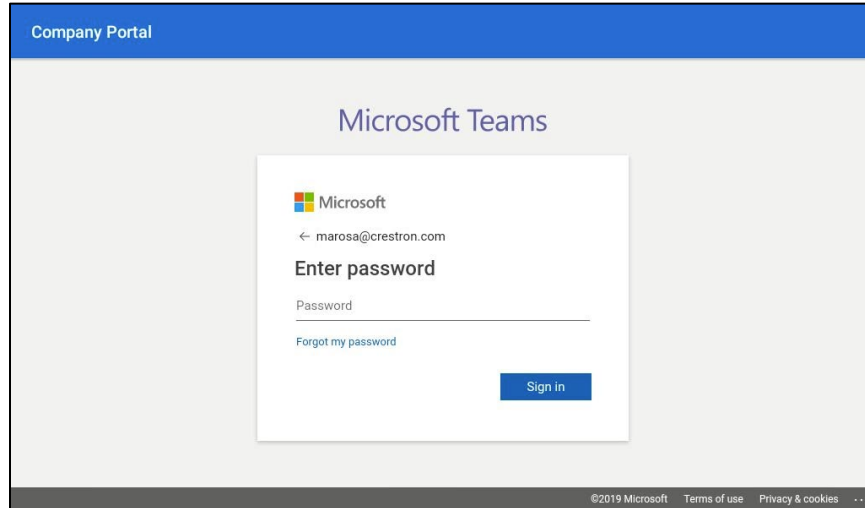
Upon startup, you will be prompted to sign in to the Microsoft Teams application.



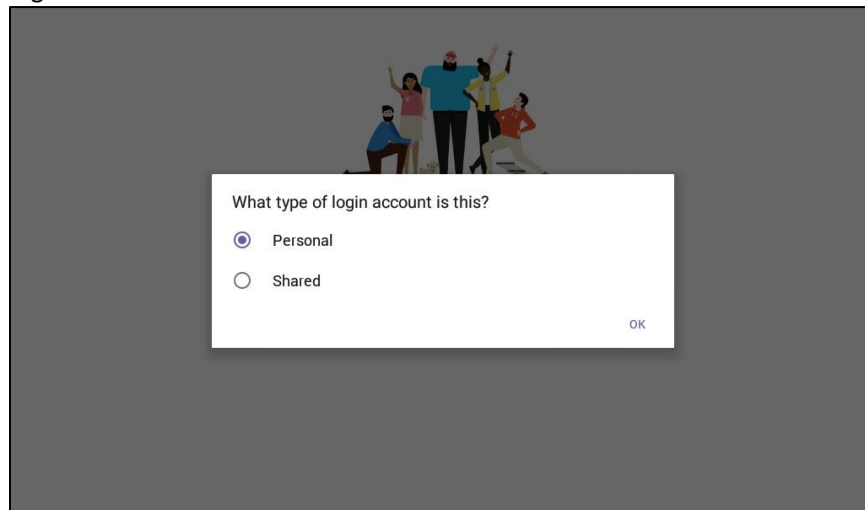
1. Tap **Sign in**. The Sign in screen is displayed.



2. Tap the email address field to display the on-screen keyboard and enter the sign-in address. Tap **Next** when done.



3. Tap the password field to display the on-screen keyboard and enter the password. Tap **Sign in** when done. The device will ask you to select the type of login account.



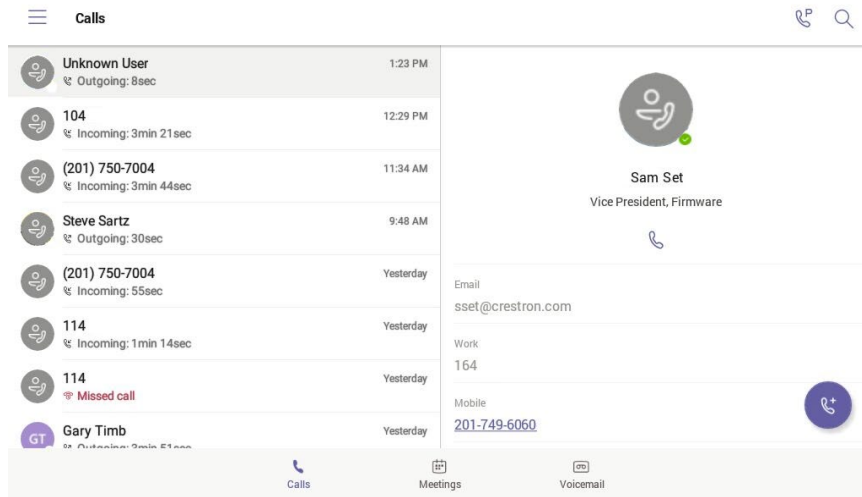
The device can be set up with a personal account or a shared account.

Use the **Personal** setting if the device is to be placed on a user's desk. Devices with a personal account will show call history and have access to voice mail.

Use the **Shared** setting if the device will be placed in a conference room. Call history information and voice mail features are not available.

Select an account type and tap **OK**.

The device will log into the Microsoft Teams service and display the Calls screen.



The Teams Phone Display

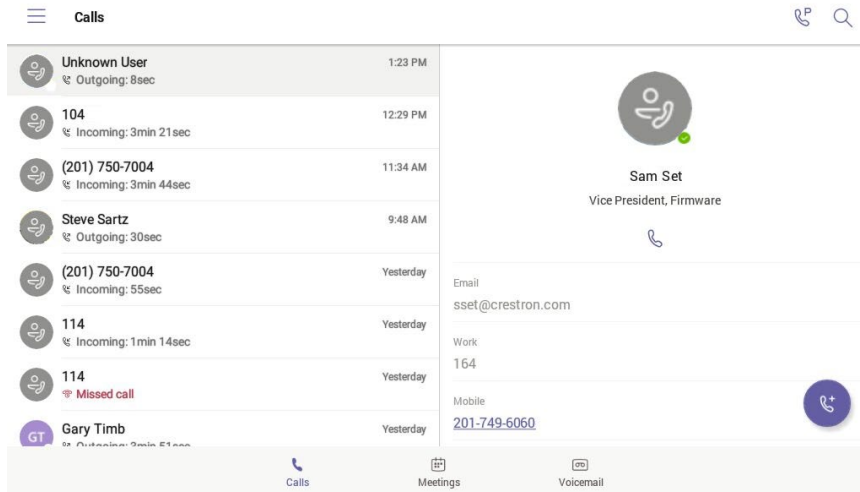
The Teams phone display consists of three separate screens.

- **Calls:** Displays the call log (Personal use only), searches for contacts, and makes phone calls.
- **Meetings:** Lists all scheduled meetings and creates new meetings.
- **Voicemail** (Personal use only): Lists all voicemail messages.

NOTE: At any time, you can make a call by picking up the handset, pressing the headset button, or pressing the speakerphone button and dialing the number on the numeric keypad.

Calls Screen

Tap **Calls** to show the Calls screen. The Calls screen displays the call log on the left side of the screen and the contact information from the selected call log entry on the right side of the screen.



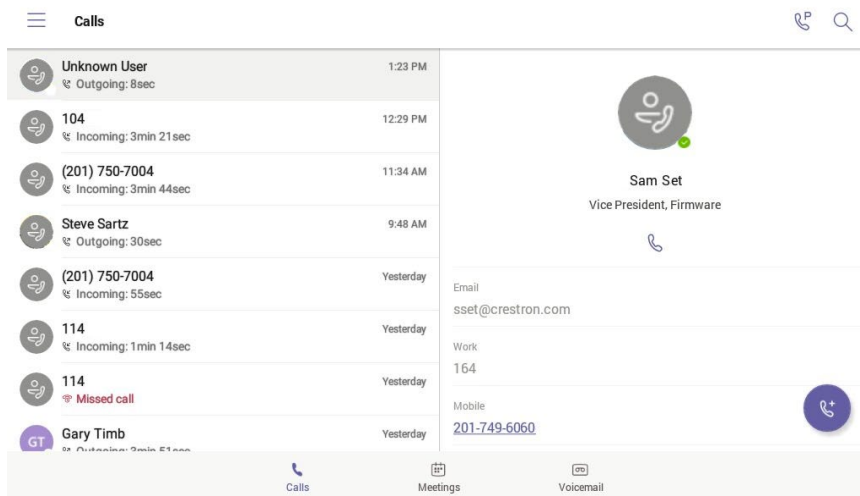
To navigate the call log, drag up or down to scroll through the call log.

From the Keypad

To make a call, pick up the handset, press the headset button, or press the speakerphone button and dial the number.

From the Call Log

Tap a call log entry. The call details are shown on the right side of the screen.



Tap any of the contact options shown for the contact to call

Search for a Contact


When searching for a contact, you can call an individual contact or search for multiple contacts and create a group call.

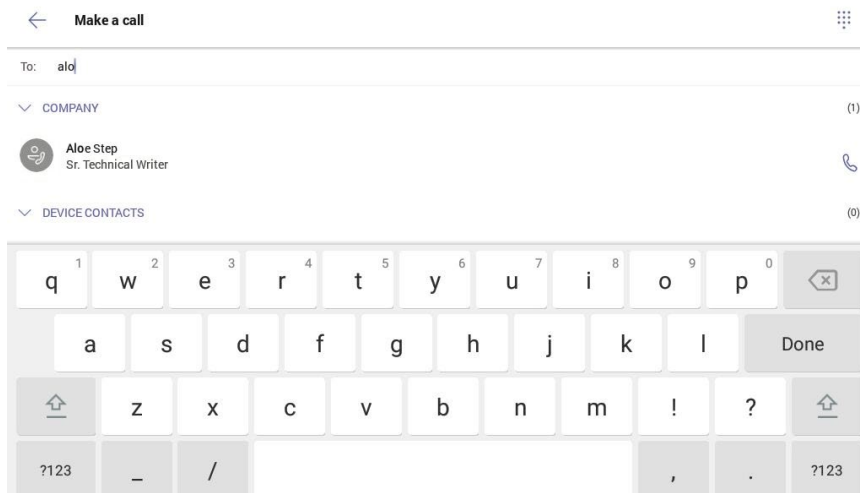
1. Tap  to display the search screen.



Direct Call

You can directly call a contact by either dialing their phone number or searching for a contact.

- Directly call a contact.
Dial the desired phone number and tap  next to the number to place the call.
- Search for a contact.
 - a. Tap inside the **To** field to display the on-screen keyboard to search by name.
 - b. Type the name of the desired contact. Search results are shown below the **To** field.



- c. Tap  next to a contact to place the call.

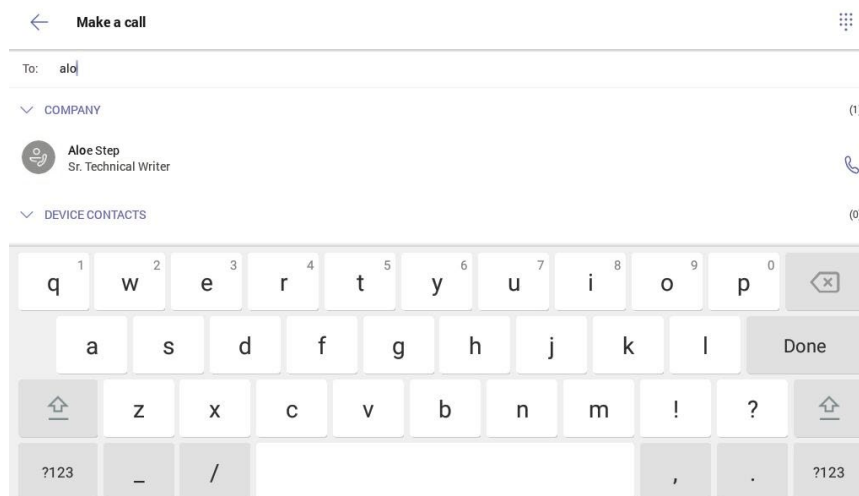
Create a Group Call

You can create a group call with the numeric keypad and on-screen keypad.

1. Add a number or contact to the group call.
 - Add a phone number
 - i. Dial the desired phone number and tap the number to add it to the group call. The number appears in the **To** field.



- ii. Repeat for each phone number to add to the group call.
- Add a contact
 - i. Tap inside the **To** field to display the on-screen keyboard to search by name.
 - ii. Type the name of the desired contact. Search results are shown below the **To** field.



- iii. Tap the contact name to add it to the group call. The contact appears in the **To** field.

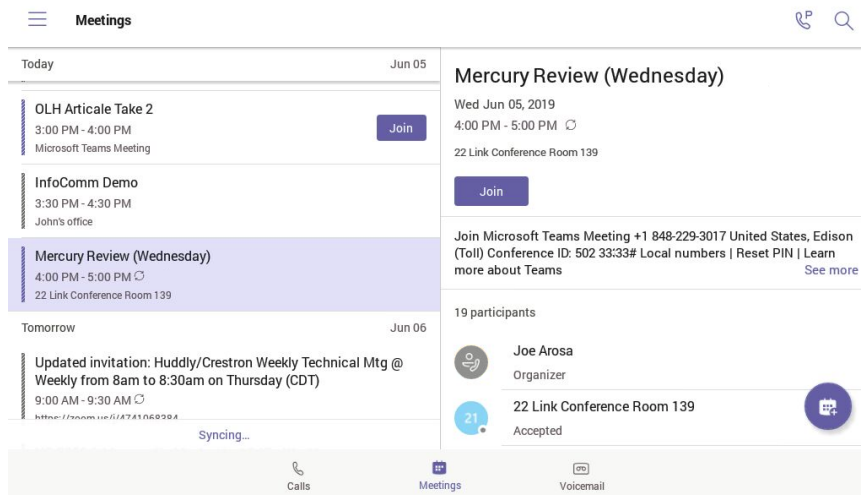


- iv. Repeat steps i through iii for each contact to add to the group call.

2. Tap  to start the group call.

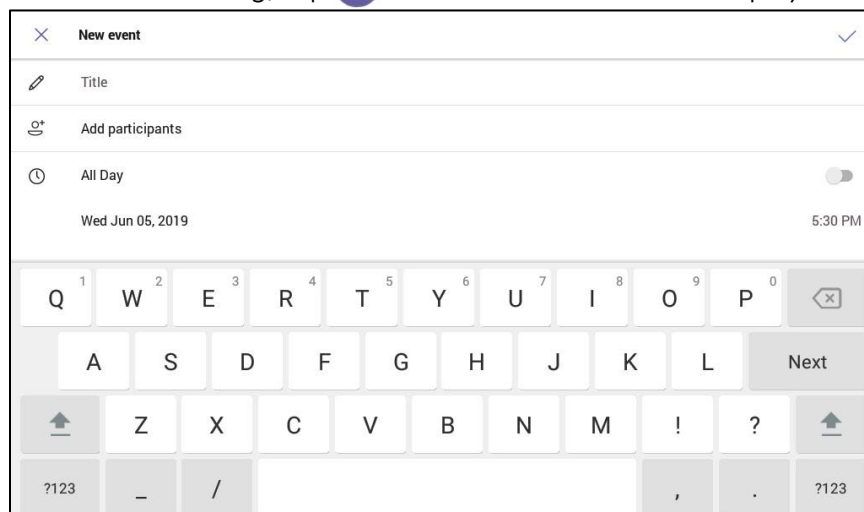
Meetings Screen

Tap **Meetings** to show the Meetings screen. The Meetings screen displays the schedule of meetings on the left side of the screen and the meeting details for the selected meeting on the right side of the screen.

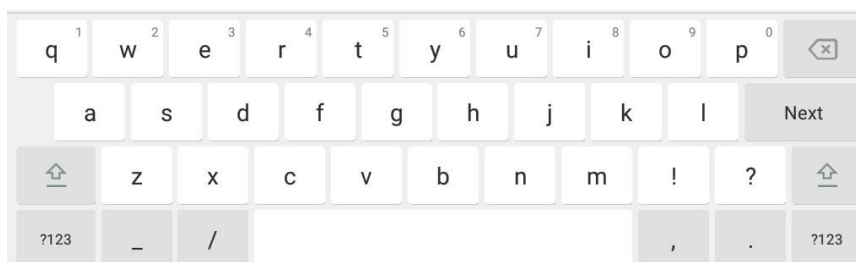




- To navigate the list of meetings, drag up or down to scroll through the list of meetings.
- To join a meeting, tap **Join** in the meeting list or in the meeting details. The phone will connect to the meeting.

- To create a meeting, tap . The New event screen is displayed.



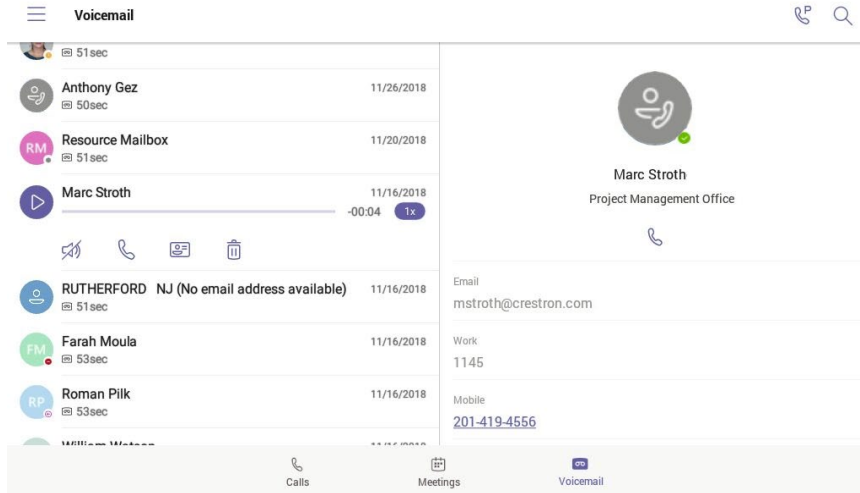
- Tap inside the **Title** field and use the on-screen keyboard to name the event.
- Tap inside the **Add participants** field and enter the name or email address for each participant.



- Tap  when all the participants have been entered.
- Tap the date to select a date, and then tap the time to select a time. If the meeting is going to be an all day event, select **All Day**.
- If the meeting will be held in a physical location in addition to a Microsoft Teams meeting, Enter the location in the **Location** field.
- Select the frequency of the meeting in the **Repeat** field.
- Select how a participant's schedule should be marked during the meeting in the **Show as** field.
- Enter a description of the meeting in the **Description** field.
- Tap  to save the meeting and invite the participants.

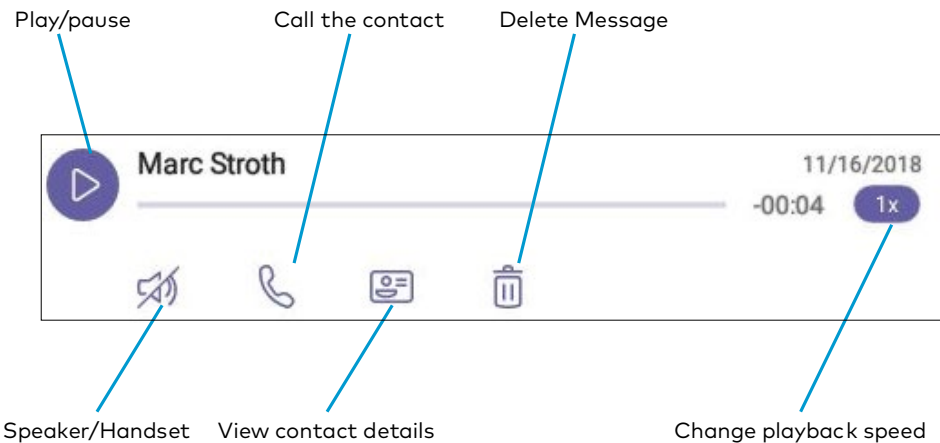
Voicemail

Tap **Voicemail** to show the Voicemail screen. The Voicemail screen displays the recorded voicemail messages and playback controls on the left side of the screen and the contact details for the selected voicemail message on the right side of the screen.



- To navigate the list of voicemail messages, drag up or down on the left side of the screen to scroll through the list of messages.
- Tap a message to display playback controls and message transcription (if available). The caller's contact information is displayed on the right side of the screen.

Voicemail controls



Microsoft Teams Rollout

For information on Microsoft Teams software, visit <https://docs.microsoft.com/en-us/MicrosoftTeams/teams-overview>

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