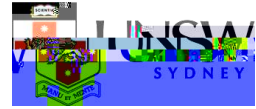




Microsoft Teams Calling



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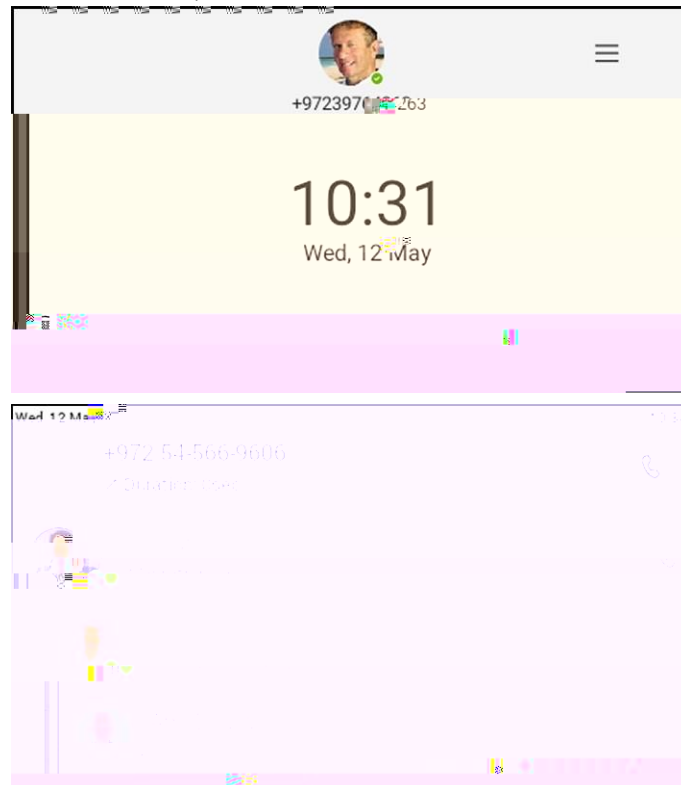
The front view of the phone is shown in the figure and described in the table.

	Ring LED	Indicates phone status: Green: Idle state Flashing red: Incoming call (ringing) Red: Answered call
	LCD screen	Liquid Crystal Display interactive screen which displays calling information.
	Navigation Control / OK	Press the button's upper rim to scroll up menus /sp

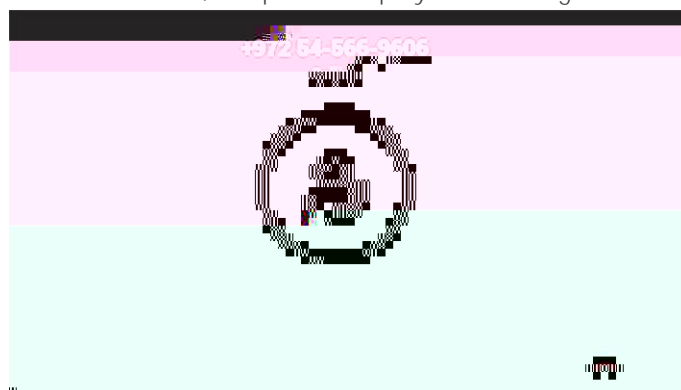
The following documentation shows how to perform basic operations with the phone.

Calls can be made in multiple ways, for example, you can press the digit keys on the phone's dial pad to enter the phone number.

Alternatively, in the home screen you can press the **softkey** and in the RECENT screen that opens you can navigate to a recent call and then press the **button**.




After dialling a destination number, the phone displays the Calling screen while playing a ringback tone.





You can alternatively make a call using a speed dial from the People screen or from the Search people feature in the People screen.

The phone logs all missed calls. The screen in idle state displays the number of missed calls adjacent to the Calls softkey.


In the home screen, select the  icon and then in the 'Recent' screen that opens navigate to and select the missed call.

All phone numbers that are part of meeting invites or user contact cards can be dialed out directly by selecting them via the phone screen.

The phone indicates an incoming call by ringing and displaying . The LED located in the upper right corner of the phone flashes red, alerting you to the incoming call.

Pick up the handset -OR- activate the headset key on the phone (make sure the headset is connected to the phone) -OR- activate the speaker key on the phone -OR- select the  softkey (the speaker is automatically activated).

You can end an established call in a few ways.

Return the handset to the phone cradle if it was used to take the call -or- activate the headset key on the phone -or - activate the speaker key on the phone -or- select the  softkey.

You can view a history of missed, received and dialed calls.



Each device reports every call from | to that user to the server. All devices that a user signs into are synchronized with the server. The Calls screen is synchronized with the server.

Select  and in the Calls screen, select .

To transfer your calls efficiently to frequent contacts, the phone presents frequent contacts in the transfer screen for a single operation transfer. Contacts not shown in the list can be searched for using

You can send an incoming call directly to voicemail if time constraints (for example) prevent you from answering it. The caller hears a busy tone from your phone.

When the phone rings to alert to a call, select [Voicemail](#); if you have voicemail, the call will go into voicemail; the Microsoft Teams server performs this functionality.

The phone allows

[Adjusting Ring Volume](#) below

[Adjusting Tones Volume](#) below (e.g., dial tone)

[Adjusting Handset Volume](#) on the next page

[Adjusting Speaker Volume](#) on the next page

[Adjusting Headset Volume](#) on the next page

The volume of the phone's ring alerting you to an incoming call can be adjusted to suit personal preference.



When the phone is in idle state, select the VOL [Up](#) or VOL [Down](#) key on the phone.

After adjusting, the volume bar disappears from the screen.

The phone's tones, including dial tone, ring-back tone and all other call progress tones, can be adjusted to suit personal preference.



Handset volume can be adjusted to suit personal preference. The adjustment is performed during a call or when making a call. The newly adjusted level applies to all subsequent handset use.

During a call or when making a call, make sure the handset is off the cradle.

Select the VOL  or VOL  key; the volume bar is displayed on the screen. After adjusting, the volume bar disappears from the screen.

The volume of the speaker can be adjusted to suit personal preference. It can only be adjusted

During a call, activate the speaker key on the phone.

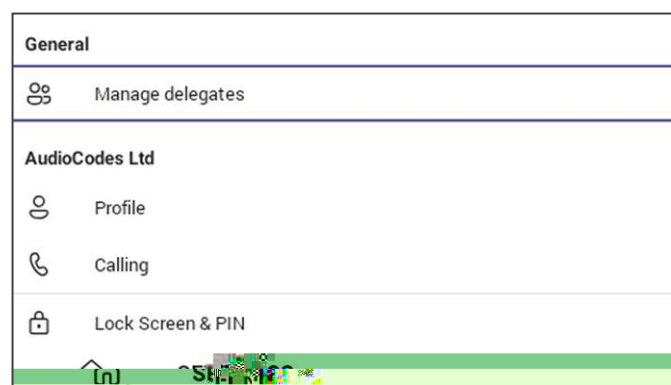
Select the VOL  or VOL  key; the volume bar is displayed on the screen. After adjusting the volume, the volume bar disappears from the screen.

Headset volume can be adjusted  to suit personal preference.

During a call, activate the headset key on the phone.

the volume bar is displayed on the screen.

The following describes the Teams application's settings. In the home screen, select .

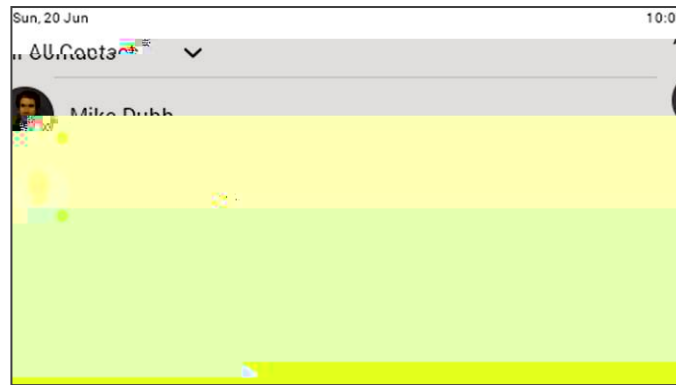


Use this table as reference:

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Calling





Use one of the following audio devices on the phone for speaking and listening:

: To make a call or answer a call, lift the handset off the cradle.

(hands-free mode)

To activate it, press the speaker key during a call or when making a call.

To deactivate it, press the speaker key again.

(hands-free mode). When talking on the phone, you can relay audio to a connected headset.

To enable it, press the headset key. To disable it, press it again.

You can easily change audio device during a call.

: Activate speaker/headset and pick up the handset; the speaker/headset is automatically disabled.

: Off-hook the handset and press the speaker/headset key to activate the speaker/headset. Return the handset to the cradle; the speaker/headset remains activated.

Teams Calling issues or queries? Contact the IT Service Desk:

<https://www.myit.unsw.edu.au/service-ticket>

For urgent matters, call 02 9385 1333