



Poly Trio C60 with Microsoft Teams Guide

UCF IT Support Center

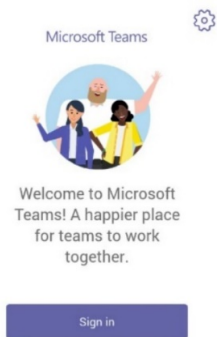
Hours of Operation: 7 AM – 10 PM

Main Phone: (407) 823-5117

Email: servicedesk@ucf.edu

Signing In and Out

Sign in to your Microsoft account to use your phone



Sign In On Your Trio 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.

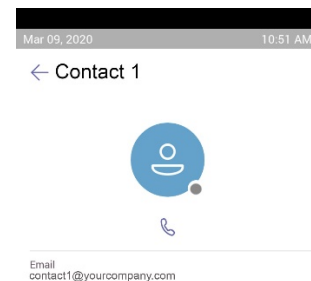
Sign Out

- 1 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 Search for and select a contact.
- 2 Under the contact's name, 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.

Hold a Call

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

Park a Call

- 1 In a call, select **More Options** ⋮.
- 2 Select **Park Call** ☎.

Pick Up a Parked Call

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

Pick up a parked call

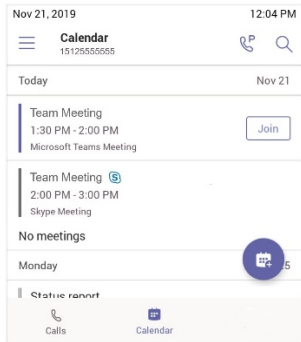
Enter Code

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Cancel OK

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**.

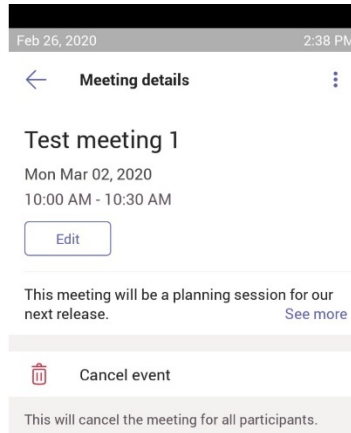
Schedule a Meeting

- 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.

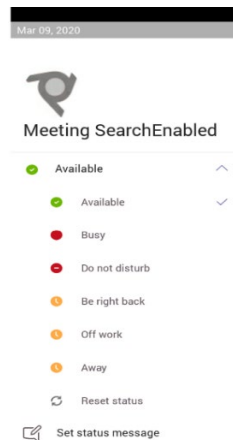


Invite a Participant During a Meeting


- 1 In a meeting, select **Add Participant**  next to the **End Call** button.
- 2 Search for and select a contact.
Your contact receives a request to join the meeting.

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** ✓.