Poly Trio C60 with Microsoft Teams Guide

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***.

UCF IT Support Center

**Hours of Operation**: 7 AM – 10 PM
**Main Phone**: (407) 823-5117
**Email**: servicedesk@ucf.edu

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.
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.

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.

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.