Komunikátor pro tablet pro
Aplikace
Sdílení
Zákaznický portál
Presence
Volání zdarma Spojovatelka
Sjednocená komunikace
Obsazenosti linky
Mobilita
Obsazenosti linky
Video hovor
Komunikátor pro mobilní telefon
Kdekoliv
vyzvednutí hovoru
Skupiny pro
HD hlas
Presence Chat
Telefonní lišta
Nevyrušovat
Video hovor
Konference
Chat
Sdílené
Mobilita
Telefonní lišta
Virtuální
jednací místnost
pracovní místo
Jednoduché volání
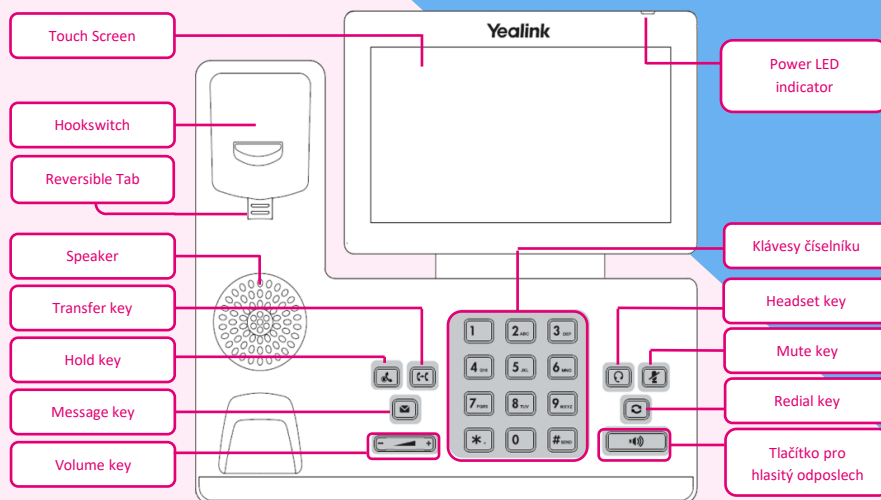Spojovatelka

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MS Teams

Before using the phone

The IP conference phone package you received from us includes: **IP phone, telephone handset, handset cable, Ethernet cable (2m), stand, credit card manual, power adapter (optional).** An Ethernet cable connects the "Internet" on your phone to your computer network or directly to a connection device Internet (ADSL modem / router, cable modem, etc.). When you have only one computer connected to the Internet, which means you have an Ethernet (LAN) cable in your network card in computer, unplug it, plug it into the "Internet" port on your IP phone.

The phone has built-in security via Ethernet cable (PoE). If your permission switch is not available, you can connect it to another power adapter and your phone will have it. If not, it is the phone to purchase and purchase the

Touch Screen
Power LED indicator
Hookswitch
Reversible Tab
Speaker
Klávesy číselníku
Transfer key
Headset key
Hold key
Mute key
Message key
Redial key
Volume key
Tlačítko pro hlasitý odposlech

power supply (DC 5V / 2000mA allows polarization). Connect the adapter to the DC5V connector on the bottom of the phone.

Warning: Never use power supplies using power supplies and PoE calls! You have the possibility to destroy the device which is not covered by the warranty.

SIGNING INTO YOUR TEAMS PHONE

First, the new phone will prompt you to select the language and time zone, this choice must then be confirmed with the "check mark" in the upper right corner of the screen. A login screen will then appear, where you need to click on the blue link at the bottom of the screen.

Now you can sign into your Microsoft online account, which includes your sign-in address and password.
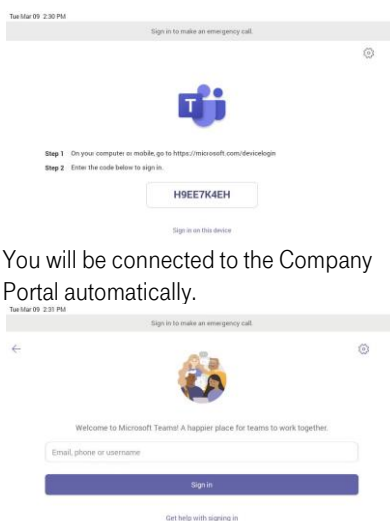
ABOUT THIS TASK

Contact your system administrator to get your sign-in account.

NOTE: If your system administrator enables the device management feature, the phone supports synchronizing account registration status to YDMP/YMCS.

SIGNING INTO MICROSOFT TEAMS ON YOUR DEVICE

1. Tap Sign in on this device.
2. Enter your user credentials and tap sign in.

You will be connected to the Company Portal automatically.

3. Enter your password and tap Sign in.
4. After the device signs in successfully, tap Got it.

SIGNING INTO MICROSOFT TEAMS VIA WEB SIGN-IN

1. Go to https://microsoft.com/devicelogin on your computer or mobile.
2. Enter the code shown on your device and select Next.

3. Enter your user credentials or select the desired account to sign in. A confirmation message is displayed after you successfully sign into Microsoft Intune Company Portal. You can select personal mode or shared mode when sign in:

• **Personal mode:** Your phone is located in your office as your personal phone.

• **Shared mode:** The phone is set as a common area phone in a conference room. You can sign shared account mode to avoid revealing private information (call history and voicemail) if the phone is located in public. AI feature are available in personal mode and shared account mode supports the following feature:

• Place a call
• Receive a call
• Joining a Scheduled Teams Meeting

Contact your system administrator to get your sign-in account.

• Signing into Your Phone in Personal Mode
• Signing into Your Phone in Shared Mode

SIGNING INTO YOUR PHONE IN PERSONAL MODE

PROCEDURE:
1. Tap **SIGN IN**.

You will be connected to the Company Portal automatically.

2. Enter your account credentials.
3. After the phone signs in successfully, tap **GOT IT** and then select **PERSONAL** login account.

SIGNING INTO YOUR PHONE IN SHARED MODE

PROCEDURE:
1. Tap **SIGN IN**.

You will be connected to the Company Portal automatically.
2. Enter your account credentials.
3. After the phone signs in successfully, tap **GOT IT** and then select **SHARED** login account. You can only place/answer calls and use the Teams Meeting feature in the shared mode.

SIGNING OUT OF YOUR TEAMS PHONE

After you sign out of your account, you can only use the phone setting feature.
PROCEDURE: NAVIGATE to ☰ > Settings > **SIGN OUT**

PHONE LOCK

When the phone is not used, you can enable the phone lock to prevent unauthorized users from viewing or modifying phone information, such as your scheduled meetings. When the phone is locked, you can still answer the incoming call. If the administrator forcibly enables the phone lock feature on the Microsoft Teams & Skype for Business Admin Center, you cannot disable it on the phone. For more information, contact your system administrator.
- Creating a Lock PIN
- Enabling Phone Lock
- Setting the Idle Timeout for Phone Lock
- Unlocking Your Phone
- Changing Your lock PIN
- Disabling Phone Lock

CREATING A LOCK PIN

When your administrator enables phone lock for you, you are prompted to set up a lock PIN, which is used for unlocking your phone.

PROCEDURE:
1. Tap **OK** to create a lock PIN on the pop-up menu.
2. Enter the lock PIN in the **NEW PIN** field.
3. Enter the lock PIN again in the **CONFIRM PIN** field.
4. Tap **OK**.

ENABLING PHONE LOCK

PROCEDURE:
1. Navigate to ☰ > **SETTINGS** > **DEVICE SETTINGS** > **PHONE LOCK**.
2. Turn on **LOCK ENABLE**.
3. Enter the lock PIN in the **NEW PIN** field.
4. Enter the lock PIN again in the **CONFIRM PIN** field.
You can use your lock PIN to unlock your phone.
5. Tap ✓ to accept the change.

SETTING THE IDLE TIMEOUT FOR PHONE LOCK

You can configure the idle timeout, after which the phone will be locked automatically.

PROCEDURE:
1. Navigate to ☰ > **SETTINGS** > **DEVICE SETTINGS** > **PHONE LOCK**.
2. Enter the unlock PIN.
3. Tap the **IDLE TIME-OUT** field and then select a desired value.

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Obsazenosti linky HD hlas Presence Chat

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MS Teams

UNLOCKING YOUR PHONE

PROCEDURE:

1. Tap [icon] on the touch screen.
2. Enter the unlock PIN.

> [icon] **NOTE:** You will be forced to sign out after five unsuccessful unlock attempts.

CHANGING YOUR LOCK PIN

You can change your lock PIN at any time.

PROCEDURE:

1. Navigate to ☰ > **SETTINGS** > **DEVICE SETTINGS** > **PHONE LOCK**.
2. Enter the unlock PIN.
3. Enter the new lock PIN in the **NEW PIN** field.
4. Enter the lock PIN again in the **CONFIRM PIN** field.
5. Tap ✓ to accept the change.

DISABLING PHONE LOCK

If your system administrator enables the phone lock, you are restricted from disabling it.

PROCEDURE:

1. Navigate to > **SETTINGS** > **DEVICE SETTINGS** > **PHONE LOCK**.
2. Enter the unlock PIN.
3. Turn off **LOCK ENABLE**.

FAVORITES

By default, all favorite contacts from the Teams desktop client are marked as favorite contacts on the
phone. You can add favorites or remove favorites.
- Adding Favorites
- Removing Favorites

ADDING FAVORITES

PROCEDURE:

1. From the Calls screen, tap **RECENT**.
2. Tap the desired contact.
3. Tap ☆.

The contact appears in the FAVORITES list.

REMOVING FAVORITES

PROCEDURE:

1. From the Calls screen, tap **FAVORITES**.
2. Tap on the desired contact.
3. Tap Remove speed dial.

TRANSFERRING CALLS

You can transfer a call to another party using the blind transfer or consultative transfer method.
- Performing a Blind Transfer
- Performing a Consultative Transfer

PERFORMING A BLIND TRANSFER

You can transfer calls to other contacts immediately without consulting with them first.

PROCEDURE:

1. During a call, press or tap > **TRANSFER** > **TRANSFER NOW**.
The call is placed on hold.
2. Select the desired contact or search for a contact.
Then the call is connected to the number which you are transferring to.
3. Tap key to end the call or when the other party picks up it will end automatically

PERFORMING A CONSULTATIVE TRANSFER

You can transfer calls to other contacts after consulting with them first.

PROCEDURE:

1. During a call, tap > **TRANSFER** > **CONSULT FIRST**.
2. After the party answers the call, tap beside the contact. It prompts you whether to transfer the call or not.
3. Select the desired contact or search for a contact.
4. Tap **OK** to complete the transfer.
After the transferred party answers the call, the call is transferred successfully.