



Plainview-Old Bethpage Central School District Microsoft Teams Phone Quick Reference

Handset Layout/Buttons

Yealink Handset- Model MP56/MP58



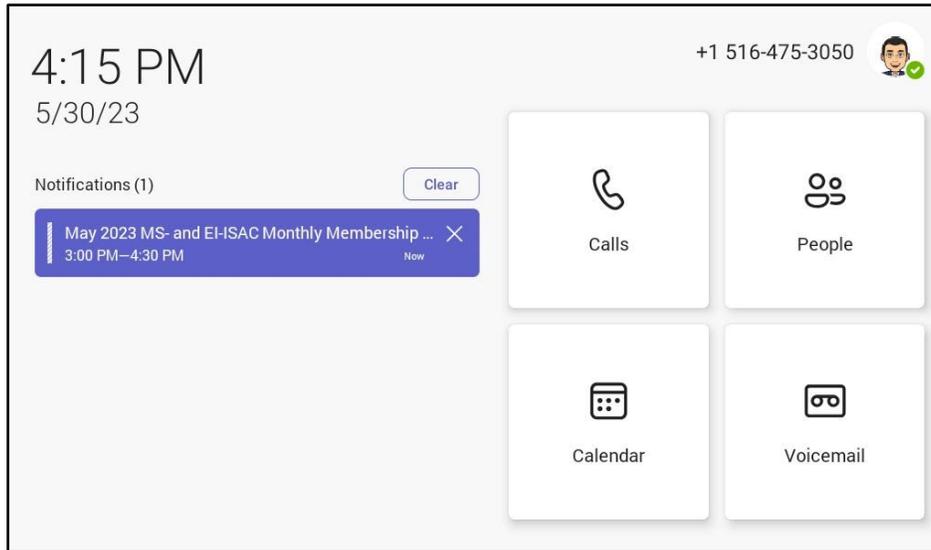
1. Hold Button
2. Transfer Key
3. Redial Key
4. Volume Key
5. Headset Key
6. Mute Key
7. Home Key
8. Speakerphone Key



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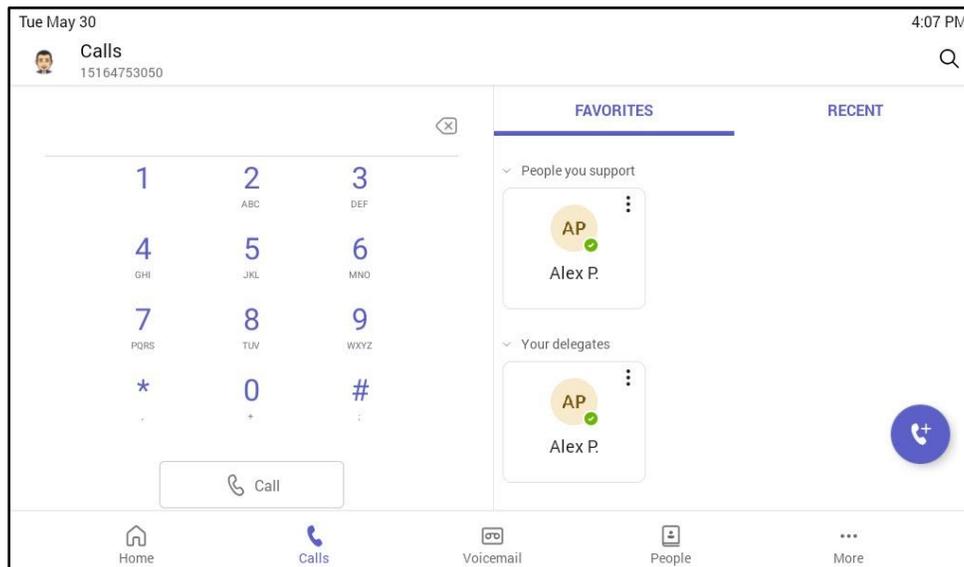
Calls Screen

To access the Calls screen, tap the **Calls** icon from your phone home screen.



From the Calls screen you can:

- Use the Dial Pad on the left side to dial a number. Tap the **Call** button after dialing to start the call.
- View and call your **Favorites** by tapping on their icon.
- View and call from your **Recent** history of calls.
- Search for a contact by tapping the **Magnifying Glass** in the top right corner.

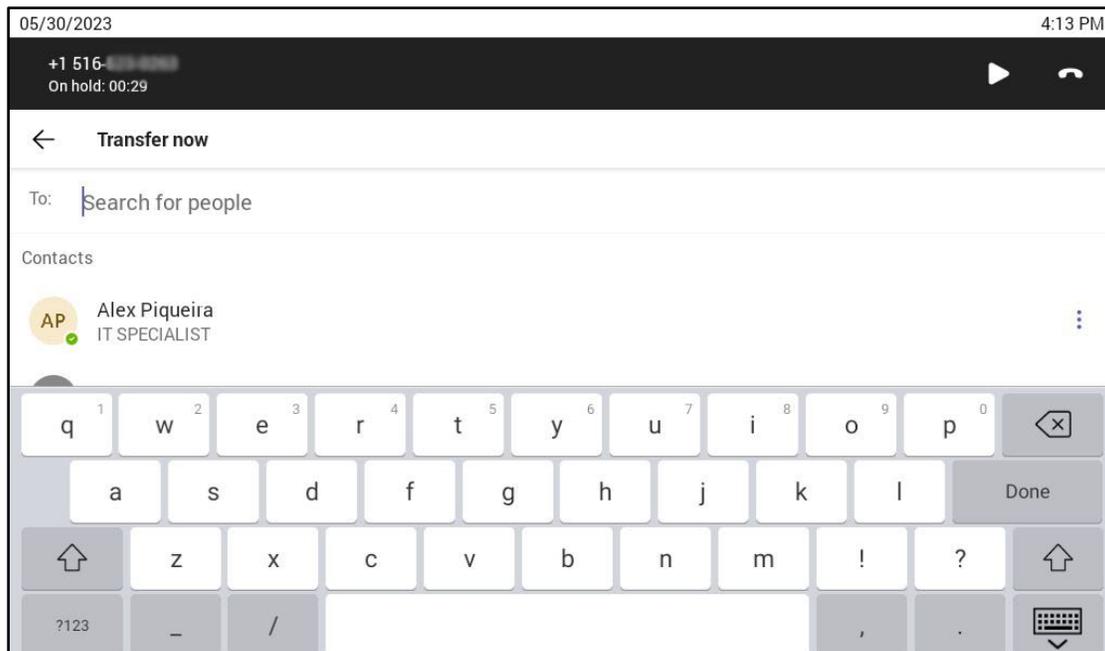
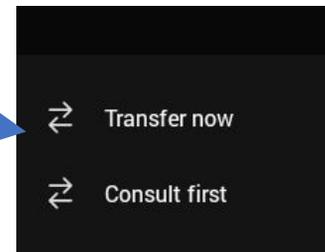
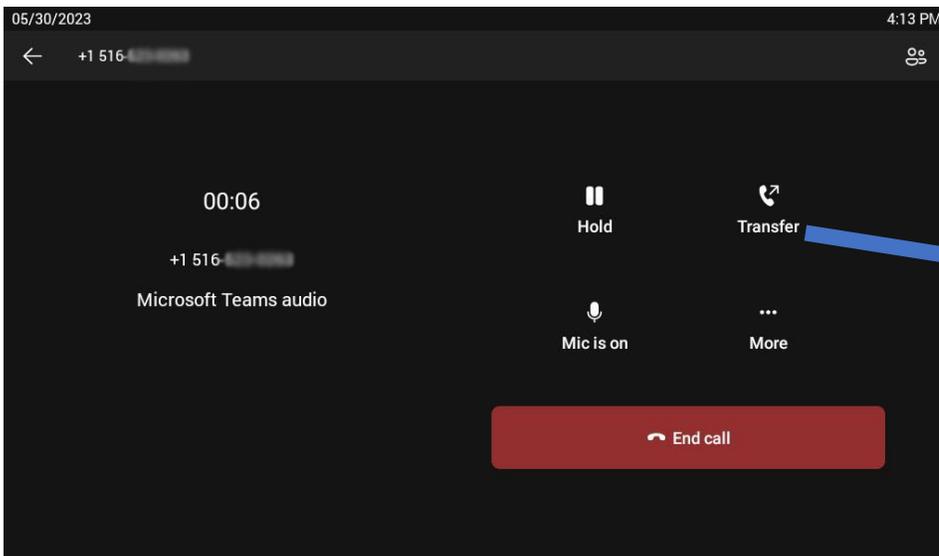




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Transfer a Call

While within a call, you can initiate a call transfer by clicking on the **Transfer** button. Once you select transfer, choose if you want to “**transfer now**” or “**consult**” first. If you choose to consult first, you will have the opportunity to speak with the person you are transferring the call to first. Finally, utilize the on-screen keyboard to find the person you are transferring the call to and select their name.





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Calendar Screen

To access the Calendar screen, tap the **Calendar** icon from your home screen.

Your upcoming Office365 Calendar appointments and meetings will be displayed on the left side of the screen. Tap on any calendar item to load the details on the right side of the screen.

A screenshot of the Microsoft Teams mobile application's calendar screen. The top status bar shows the date "05/30/2023" and the time "4:15 PM". Below the status bar, the user's profile is visible with a name "Calendar" and a phone number "15164753050". The main content area is split into two columns. The left column shows a list of calendar items for "May 30 Today" and "May 31 Tomorrow". The right column shows the details for the selected event: "May 2023 MS- and EI-ISAC Monthly Membership Call - TLP.AMBER" on "Tue May 30, 2023" from "3:00 PM - 4:30 PM". Below the event details is an "RSVP" button and a warning message: "EXTERNAL SENDER: This email originated from an outside organization. Please be reminded to proceed with extra attention when opening any attachments or clicking on links." At the bottom of the screen is a navigation bar with icons for "Home", "Calls", "Calendar", "Voicemail", and "More".



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Voicemail Screen

To access the Voicemail screen, tap the **Voicemail** icon from your home screen.

Your stored voicemails will display on the left side of the screen.

To play a voicemail:

1. Tap the voicemail from the list
2. Tap the **Play Icon** to begin playing the voicemail.

While a voicemail is selected, there will be a small menu of options displayed below it.

- **Mute Icon:** Control the sound of the voicemail.
- **Call Icon:** Initiate a return call to the number that left the voicemail.
- **Profile Icon:** View information about the contact. If the contact is a POB employee, their Office365 details will display.
- **Trash Icon:** Delete the voicemail.

