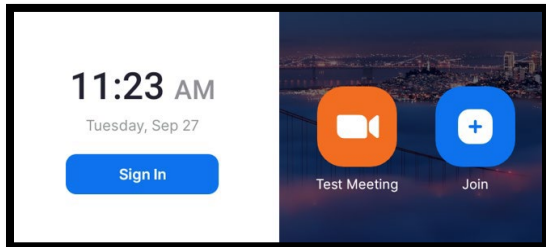


Sign In to Your Phone

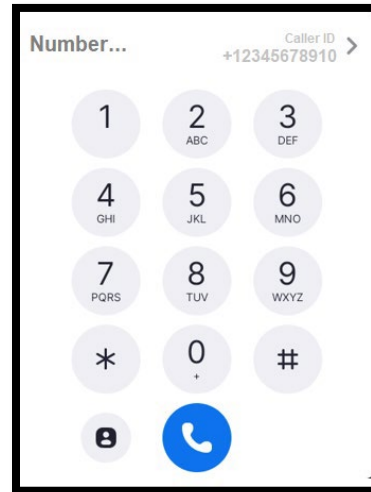


- Tap **Sign In** on the CCX 700 display.
- Open a web browser on a different device (e.g., a laptop, cell phone, etc.) and go to fullerton.zoom.us/pair.
- If prompted, sign into the campus portal and authenticate with Duo.
- Enter the code from the CCX 700 phone in the web browser and then click **Continue**.
- On the CCX 700 display, you will see a pop up showing your email address. Tap **Yes, it's me**.
- Tap **Allow** to allow Zoom to access your location. You're done!

Set a PIN for Your Phone (Optional)

- To set a PIN, type in a six-digit PIN code when prompted. You will be prompted to enter this PIN when the CCX 700 has gone to sleep.
- If you do NOT want a PIN or want to set it up later, tap **Set Up Later**.

Phone Calls



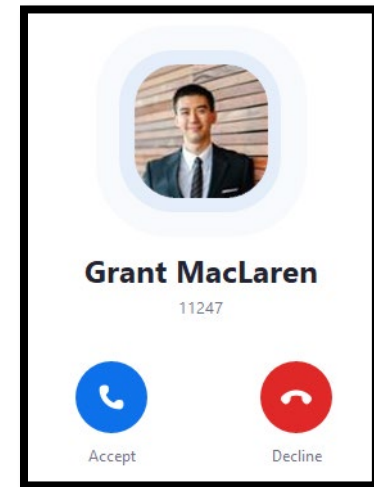
Place a Call

- Tap the **Keypad** icon to use speakerphone or a connected headset. Or pick up the handset.
- Enter the four-digit extension or 1 + area code + phone number. Then tap the blue phone icon to dial.

Call or Meet With Contact

- Tap **Contacts** icon.
- Scroll through the list to find the contact you want to call/meet. Or use the magnifying glass button at the top right to search for a contact.
- Tap on the phone icon next to the contact's name to call them. Or tap the video icon to start a Zoom meeting with them.

Quick Reference Guide Zoom Phone: Poly CCX 700



Answering a Call

- Tap blue **Accept** icon to answer the call.
- Tap red **Decline** icon to send the caller to your voicemail.

Mute

- Press the Mute icon at the bottom right of the CCX 700 to mute or unmute yourself during a phone call or meeting. The button will light up red when you are muted.

Convert a Zoom Phone Call into a Zoom Meeting

- While on a call, tap **More ... > Meet**.
- A Zoom meeting will open. If you have the Waiting Room enabled, you will need to admit the other person to start the meeting.

Transfer a Call

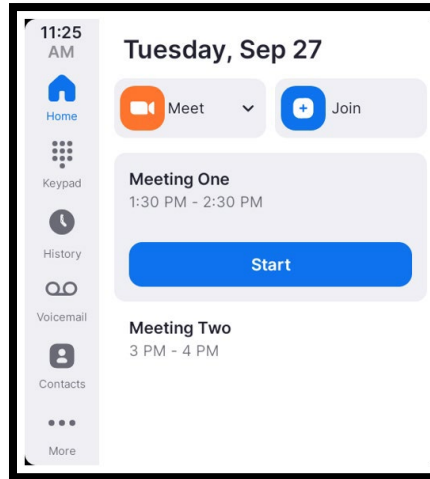
- Press **Transfer** .
- Select the type of transfer:
 - **Direct**: transfer directly to another extension
 - **Warm**: speak to a person before transferring a call to them
 - **Voicemail**: transfer directly to a person's voicemail
- Tap in the Transfer To field to open the keyboard to type in an extension. Or scroll to the contact.
- Tap on the arrow  next to the extension number or contact person that you want to transfer to.
- For **Direct** and **Voicemail** transfers, the call will immediately be transferred.
- For **Warm** transfers, wait until the call is answered. Then tap **Transfer** to transfer the call or tap **End** to cancel the transfer and return to the original call.

Create a Conference Call

- While on a call, tap **Add Call**.
- Tap in the Add Call field to open the keyboard to type in an extension or phone number. Or scroll to the contact.
- Tap on the phone icon next to the extension number or contact person that you want to add.
- When the second call is answered, tap **Merge** 
 - If the second call is not answered, tap **End**. Then tap **Unhold** to return to the first call.
- Then tap on the first call and tap **Done**.

- Your conference call is now created. You can continue using the Add Call button to add additional callers.

Calendar & Meetings



You will see all your upcoming Zoom meetings for the day on **Home** . If you have connected your Outlook to your Zoom, you will also see non-Zoom meetings listed.

 You will automatically see a full-screen notification 5-10 minutes before a Zoom meeting that will allow you to start/join the meeting.

Join a meeting

- On Home , tap on the Zoom meeting you want to join.
- Then tap **Start** (if you are a host/cohost) or **Join** (if you are an attendee).

Zoom Meeting Controls

The Zoom meeting controls menu will appear at the bottom of the screen, but it will minimize after a few seconds.

- Tap in the black space anywhere in the meeting to bring up the meeting controls menu.

Invite others to your Zoom meeting

- Tap **More ...> Manage Participants > Invite**.
- You can now invite a contact or invite someone by email.

Voicemail

Check voicemail

- Tap on Voicemail .
- Tap on a voicemail message.
- Tap **▶ Play** to listen to the message. You will also see a transcript of the message appear within a few moments.

Delete All Voicemail Messages

- Tap on Voicemail .
- Tap **Clear** at the top right.
- All your voicemail messages will be deleted.

Delete One Voicemail Message

- Tap on Voicemail .
- Tap and hold on the voicemail message you want to delete and then slide your finger to the left.
- Tap on the **Delete** button that appears on the right of the voicemail message.

For assistance with your phone, contact the IT Helpdesk at x7777 or helpdesk@fullerton.edu.

Additional Zoom Phone user guides are available at: zoomphone.fullerton.edu.