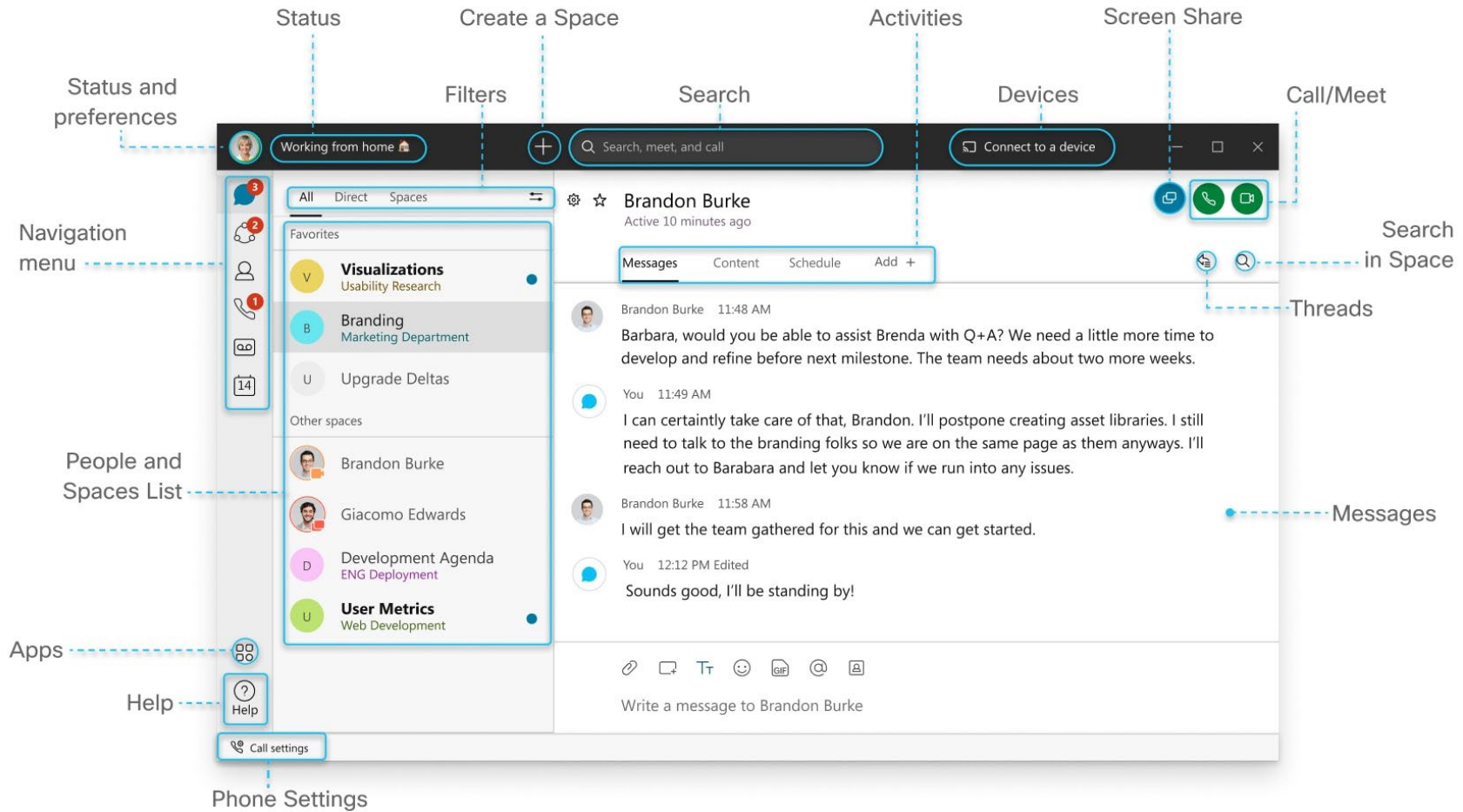




# Cisco Unified Collaboration Webex Teams Phone

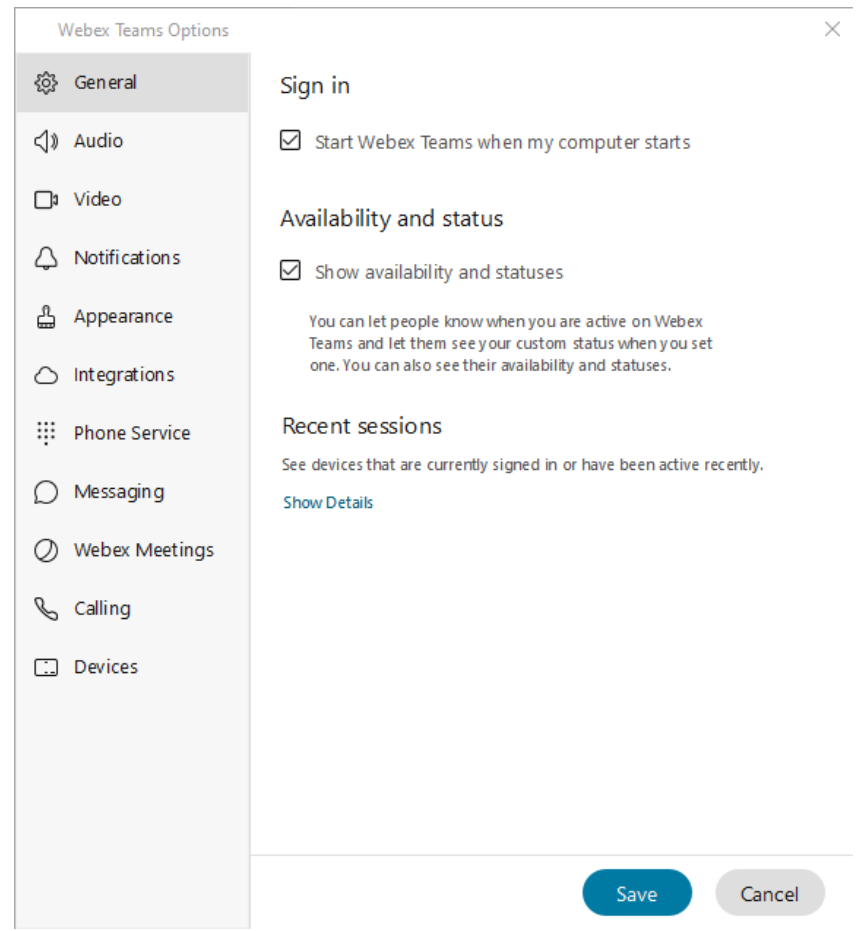
Gardner Long  
Vice President Technology  
November 18, 2020



Click your [profile picture](#) and then go to **Settings > General**.

## Two Settings

- Sign in – check box to have Teams to startup when computer starts
- Availability and Status – check box to let people know your status



The screenshot shows the 'Webex Teams Options' dialog box with the 'General' tab selected. The left sidebar lists various settings categories: General, Audio, Video, Notifications, Appearance, Integrations, Phone Service, Messaging, Webex Meetings, Calling, and Devices. The main content area is divided into three sections: 'Sign in' with a checked checkbox for 'Start Webex Teams when my computer starts'; 'Availability and status' with a checked checkbox for 'Show availability and statuses' and a descriptive paragraph; and 'Recent sessions' with a link to 'Show Details'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click your [profile picture](#) and then go to **Settings > Phone Service**.

- Account Information
  - Username is your ChatState username
  - Password is your ChatState Password
- You will see the following service:  
You're signed in (Unified CM)

Webex Teams Options

General

Audio

Video

Notifications

Appearance

Integrations

**Phone Service**

Messaging

Webex Meetings

Calling

Devices

Account Information

Sign into your account to use phone service.

Username: jglong4

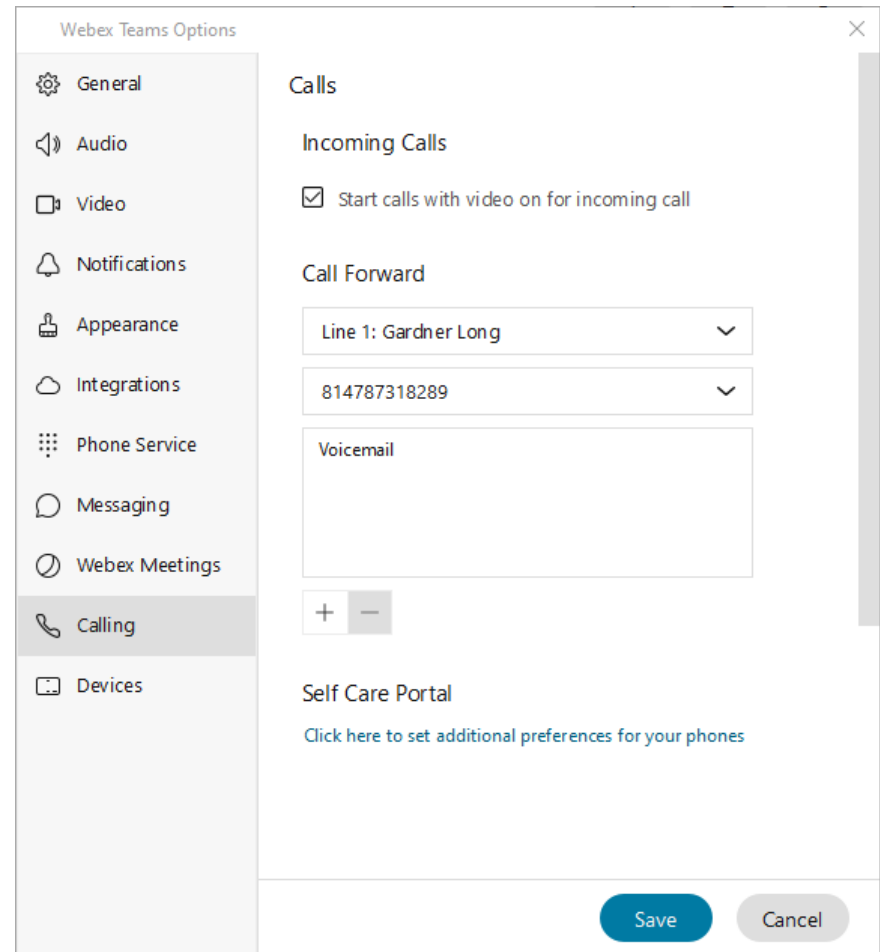
Password: ●●●●●●●●●●

✔ You're signed in (Unified CM)

Save Cancel



Click your [profile picture](#) and then go to **Settings > Calling**.

- Incoming Calls
  - Option to start with Video on or off, check sets to on.
  - Setup your Call Forward
    - Dropdown give options
- Can exit to Self Care Portal



The screenshot shows the 'Webex Teams Options' dialog box with the 'Calling' section selected in the left-hand menu. The 'Calls' section is expanded, showing 'Incoming Calls' with a checked box for 'Start calls with video on for incoming call'. The 'Call Forward' section has two dropdown menus: 'Line 1: Gardner Long' and '814787318289'. Below these is a 'Voicemail' section with a plus and minus button. At the bottom, there is a 'Self Care Portal' section with a link: 'Click here to set additional preferences for your phones'. At the very bottom of the dialog are 'Save' and 'Cancel' buttons.

# Webex Teams – Audio and Video Calls

- With Webex Teams, you can make audio or video calls.
- **Audio Calls**
  - If you're calling someone from your desktop or mobile app, you can turn off the video before you start the call by making an [audio call](#) .
- **Video Calls**
  - Or, if you're ready to make your [video call](#) , you can do that from desktop, mobile, or web. If you change your mind, you can always [turn off your video](#) during your call.

If your organization uses Calling in Webex Teams (Unified CM), you can [turn off your video for incoming calls](#) too.

# Start Collaborating

- Webex Teams Installed!
- Practice!
  - Make some internal phone calls from your Webex Teams while still receiving calls on your old phone.
- Contact (**HelpDesk or place a ticket**) with any questions.

**Your new Cisco IP Phone will go LIVE on 11/18/20 4:00PM!**

- <https://chattstate.webex.com> Link to login to Webex System



**CISCO**

*TOMORROW starts here.*