Quick Tips for Poly Trio 8500 and 8800 Systems

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This Quick Tips applies to the Poly Trio 8500 and 8800 systems configured for SIP environments.

View the *Poly Trio Solution User Guide* on Polycom Voice Support for more information on available features.

Enter Data

» Tap a text field or tap ⌨ **Keyboard**.

Dial a Number

Dial a number using Contacts, Recent Calls, or to a Favorite.

To dial a number:

» Do one of the following from the Home screen:

➢ Tap **Place a Call**, enter the phone number, and tap 📞 **Dial**.

➢ Tap a Favorite.

➢ Tap **Contacts**, select a directory, select a contact, and tap 📞 **Dial**.

➢ Tap **Recent Calls** and select a contact.

The contact is dialed automatically.

Answer calls

» Tap 📞 **Answer**.

End Calls

To end an active call:

» Tap ☎ **Hang Up**.

To end a call on hold:

» Tap ⏸ **Resume** > ☎ **Hang Up**.

Hold and Resume Calls

Place an active audio or video call on hold and resume the call when you are ready.

To hold a call:

» Tap ⏸ **Hold**.

To resume a call:

» Tap ⏸ **Resume**.

Join a Scheduled Meeting

A meeting notification displays on the phone five minutes before a meeting starts. You can join a scheduled meeting from the Calendar or the meeting reminder.

To join a meeting from the Calendar:

» Tap **Calendar** and tap **Join** for your meeting.

To join a meeting from the meeting reminder:

» When the meeting reminder displays, tap **Join**.

Initiate a Conference Call

Initiate a conference call with up to four contacts.

To initiate a conference call:

1 Call a contact.

2 Tap **Add** to enter your contact's number or select a contact from **Contacts** or **Recent Calls**.

It is also possible to join an active call or a call on hold into a conference call.

To join two calls into a conference call:

» On the Calls screen, select two calls and tap 🧍 **Merge Calls**.

Manage Conference Calls

When you initiate a conference call, you can mute all participants, mute individual participants, or remove a participant from the call.

To mute all conference participants:

» Tap the conference name and tap 🔇 **Mute All** to mute all participants.

To manage individual participants:

» Tap a participant, then do one of the following:

➢ Tap 🎤 **Mute** to mute the participant.

➢ Tap ☎ **Hang Up** to remove the participant from the conference.

View Recent Calls

» Tap **Recent Calls**.

View the Contact Directory

You can view and add contacts to the Contact Directory.

To view the Contact Directory:

» Navigate to **Contacts > Contact Directory**.

To add a contact to the Contact Directory:

1 In the Contact Directory, tap ➕.
2 Enter the contact's information and tap **Save**.

Add a Favorite

You can add contacts as favorite, and all favorites display on the Home screen.

To add a favorite:

1 Navigate to **Contacts > Contact Directory** and select a contact.
2 On the Details screen, tap ☆.

The Favorites icon changes to blue ⭐, and the contact is added to the Home screen. Contacts added as Favorites display first in the Contact Directory.

Mute the Microphone

» Tap 🎤 **Mute** or tap the Mute keys on the system or microphone.

The Mute icon changes to red 🎤 and the Mute keys glow red.

Adjust the Volume

» Tap the **+** volume up or **–** volume down buttons.

Connect a Bluetooth Device

If Bluetooth is enabled, you can pair and connect your Bluetooth-capable phone or tablet with the conference phone.

To connect a Bluetooth device:

» On your device, navigate to Bluetooth and select on the Poly Trio in the list of available systems and devices.

Connect a Bluetooth Device using NFC

If Bluetooth and NFC are enabled, you can connect your NFC-enabled Bluetooth phone or tablet with a Poly Trio 8800 system.

To connect a Bluetooth device using NFC:

1 Press the NFC sensor to the left of the Poly Trio 8800 screen. The phone prompts you to confirm pairing.
2 Tap and hold your device for two seconds above the NFC symbol on the system.
3 Confirm that your device is paired and connected to the Poly Trio 8800.

Place a Call over Bluetooth

If your mobile phone is connected to the

Poly Trio system using Bluetooth or NFC, you can place a call on your mobile phone and use the system as the speakerphone for the call.

To place a call over Bluetooth:

1 On your mobile phone, place a call to a contact.
2 On the call screen, select the Poly Trio 8800 as your audio source.

Show Content

When a Poly Trio Visual+ is connected to a monitor and paired with a Poly Trio 8800 system, you can show content locally. You can download the Polycom Content App from https://www.polycom.com/content-collaboration/content-sharing/content-app.html.

To show content using RealPresence Desktop or RealPresence Mobile:

1 Open the desktop or mobile application.
2 Navigate to ⚙ **Settings > SmartPairing**.
3 Click or tap the check boxes for **Enable SmartPairing** and **Auto Detection** and click **OK** or **Done**.
4 Select 📺 and select **Share Content**.
5 Select your system's name or IP address and select **Pair**.

   If your system is not listed, enter your system's IP address and select **Pair**.

   In **RealPresence Mobile**, tap **Manual Pairing,** enter your system's IP address and tap **Go**.
6 Choose a monitor or application to share.

   In **RealPresence Desktop**, the content is displayed automatically.
7 In **RealPresence Mobile**, tap ▶ to show content.

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