POLYCOM® TRIO 8500/8800
Quick Tips

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

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

ENTER DATA

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

PLACE CALLS

Place a call using Contacts, Recent Calls, or to a Favorite.

To place a call:

Do one of the following from the **Home** screen:

- Tap Place a Call, enter the phonenumber, 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:
- Call a contact.
- 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 thefollowing:
- 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:
- In the Contact Directory, tap +.
- 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:
- Navigate to **Contacts** > **Contact Directory** and select a contact.
- 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:
- Press the NFC sensor to the left of the Poly Trio 8800 screen. The phone prompts you to confirm pairing.
- Tap and hold your device for two seconds above the NFC symbol on the system.
- 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:
- On your mobile phone, place a call to a contact.
- 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:

- Open the desktop or mobile application.
- Navigate to ⊙ **Settings** > **SmartPairing**.
- Click or tap the check boxes for **Enable SmartPairing** and **Auto Detection** and click **OK** or **Done**.
- Select 🖻 and select **Share Content**.
- 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**.
- Choose a monitor or application to share.

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