Quick Tips for the Polycom® RealPresence Trio™ Solution

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

Enter Data
You can use the onscreen keyboard to enter information.

To use the onscreen keyboard:
  » Tap a text field or tap 🖊.

Place Calls
You can place a call to contacts from 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 phone number, and tap 📞.
    ➢ From the Home screen, tap a Favorite.
    ➢ From the Home screen, tap Contacts, select a directory, select a contact, and tap Dial.
    ➢ From the Home screen, tap Recent Calls and select a contact
      The contact is dialed automatically.

Answer calls
You can choose to answer or decline incoming calls.

To answer a call:
  » Tap Answer 📞.

End Calls
You can only end active calls.
To end an active call:
  » Tap Hang Up 📞.
To end a held call, resume the call first.
To end a held call:
  » Tap Resume ⏳ > Hang Up 📞.

Hold and Resume Calls
You can place any active audio or video call on hold and resume the call when you're ready.
To hold a call:
  » Tap Hold ⏳.
To resume a call:
  » Tap Resume ⏳.

Join a Scheduled Meeting
A meeting notification displays on the phone 5 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
You can initiate a conference call with up to four contacts.

To initiate a conference call:
  1 Call a contact.
  2 Tap Add and enter your contact's number or select a contact from Contacts or Recent Calls.
    The contact is added to the conference after answering.

You can also join an active and held call 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
You can view placed, received, and missed calls.
To 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
You can mute your microphone at any time.
To mute your 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
You can adjust the volume of calls or the ringtone for incoming calls using the volume keys.
To 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, turn on Bluetooth and select the RealPresence Trio 8800 in the list of available devices.

Place a Call over Bluetooth
If your mobile phone is connected to the RealPresence Trio 8800 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 RealPresence Trio 8800 as your audio source.

Show Content
When a RealPresence Trio Visual+ is connected to a monitor and paired with the RealPresence Trio 8800, you can show content using Polycom® RealPresence® Desktop on your laptop or Polycom® RealPresence® Mobile on your tablet. If you do not have either application, you can download RealPresence Desktop from support.polycom.com/rpd and download RealPresence Mobile in your tablet’s application store.
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 then 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.