Quick Tips for the Polycom® RealPresence Trio™ Solution

3725-20759-001A | UC Software 5.4.0 or later | November 2015

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.

Connect a Bluetooth Device using NFC

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

To connect a Bluetooth device using NFC:

1 Enable NFC on your device.
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 RealPresence Trio 8800.

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.

© 2015, Polycom, Inc. All rights reserved. Polycom® and the names and marks associated with Polycom's products are trademarks and/or service marks of Polycom, Inc. and are registered and/or common-law marks in the United States and various other countries. All other trademarks are property of their respective owners.