

Polycom RealPresence Trio™ 8500-8800


Quick Reference Guide



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 .
 - 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.

Hold and Resume Calls

You can place any 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.

Answer calls

You can 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.

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 ring-tone 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 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 RealPresence Trio 8800 system.

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 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 RealPresence Trio as your audio source

If you have any additional questions not addressed on this guide, call us at 772.597.3423, or visit: www.itsfiber.com