


# Quick Tips for Poly Trio 8500 and 8800 Systems

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

## 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 Homescreen:

- 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

## 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.