

Polycom Trio 8500 Guide



Enter Data

1. Tap a text field or tap **Keyboard**.

Basic Call Handling

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

How to place a call:

Do one of the following from the Home screen:

- 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

- Select **Answer**.

End Calls

To end an active call:

- Select **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**.

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:

1. 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 one of the microphone symbols on the system. 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:

1. 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.

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:

1. Open the desktop or mobile application.
2. Navigate to **Settings > Smart Pairing**.
3. Click or tap the check boxes for **Enable Smart Pairing** 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**.
6. In **RealPresence Mobile**, tap **Manual Pairing**, enter your system's IP address and tap **Go**.
7. Choose a monitor or application to share. In **RealPresence Desktop**, the content is displayed automatically.
8. In **RealPresence Mobile**, tap to show content.