

Quick Tips for the Polycom® RealPresence Trio™ Solution

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 **Dial A Number**, enter the phone number, and tap .
 - From the Home screen, tap **Contacts**, search for a contact in search Contacts bar (only contacts in Global Address List in Exchange will show up), select a contact from the results, and tap **Dial** to call them on Skype/ tap **View** and select the appropriate phone number and tap Dial to call them on desk phone or cell phone/
 - 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** .

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** .

Mute a Call

You can place any active audio call on mute and unmute the call when you're ready.

To mute a call:

- » Tap  on the system and it should turn to red from green.

To unmute a call:

- » Tap  on the system and it should turn to green from red.

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 Dial into the meeting.

To join a meeting from the Calendar:

- » Tap **Calendar** and tap **Join** for your meeting (this is applicable only if Skype meeting is used and the meeting details are present on room calendar).

To join a meeting by dialing in:

- » From the Home screen, tap **Dial A Number**, enter the conference phone number phone number, and tap .
- » When requested for access code, tap Dialpad and enter the access code (followed by # if requested) also enter the audio pin if requested
- » Tap **close** to close the dialpad