Quick Tips for Poly Trio Systems with Microsoft Teams

3725-86628-002|A Software 5.9.3AA | April 2020
Supported in Shared mode for models: Poly Trio 8500, Poly Trio 8800, and Poly Trio C60.

Signing In and Out

Sign in to your Microsoft account to use your phone

Sign In On Your Trio Phone
1 Select Sign In.
2 Enter your email and password.
3 Select Sign In.

Sign In Using a Web Browser
1 Select Sign In.
2 Select Sign in from another device.
3 In a web browser, enter the provided URL.
4 Enter the code.
5 Sign in to your Microsoft account.

Sign Out
1 Select Menu ➞ Settings ➞ Sign out.

Audio Calls

View recent and missed calls, redial contacts, place calls, and pick up parked calls (if enabled).

Call a Contact
1 Search for and select a contact.
2 Under the contact’s name, select Call.

Transfer a Call
1 In a call, select More Options ⋯.
2 Select Transfer ⋯.
   The call is placed on hold.
3 Select Transfer now.
4 Search for and select a contact.
   The call transfers to the selected contact.

Hold a Call
1 In a call, select More Options ⋯.
2 Select Put call on hold.

Park a Call
1 In a call, select More Options ⋯.
2 Select Park Call ⋯.

Pick Up a Parked Call
1 On the Calls screen, select Pick up parked call ⋯.
2 Enter the parked call code and select OK.

For more information about setting up and using the system, refer to the Support pages at support.polycom.com.
Calendar and Meetings

Join, schedule, and view information for Teams meetings from the Calendar screen.

Join a Meeting
- To the right of the meeting title, select Join.

Schedule a Meeting
1. Select Schedule Meeting.
2. Enter the meeting information.
3. To add participants, select Add participants.
4. Search for a contact, select the contact, and select Submit.
5. To schedule the meeting, select Submit.

View Meeting Details
- From the Calendar screen, select a meeting.
  - Meeting details include the date, time, your acceptance status, participants, and the meeting message.

Invite a Participant During a Meeting
1. In a meeting, select Add Participant next to the End Call button.
2. Search for and select a contact.
   - Your contact receives a request to join the meeting.

Presence Status
Set your Teams status and status message from your phone.

Change Your Presence Status
1. Select Menu.
2. Select your current status.
3. From the status list, choose a new status.

Set a Status Message
1. Select Menu.
2. Select Set status message.
3. Enter a message and select Submit.

Getting Help
Visit Polycom Support for help setting up and using your phone.

Microsoft Teams Help
For more information, see the Phones for Microsoft Teams help site.

Polycom Documentation Library
For more information on phone settings, see the Poly Trio Systems with Teams User Guide.