Quick Tips for Using Polycom® RealPresence Trio™ 8800 System in a Skype for Business Environment

This Quick Tips applies to the Polycom® RealPresence Trio™ 8800 system registered with Skype for Business.

View the *Polycom RealPresence Trio 8800 Solution User Guide* on Polycom Voice Support for more information on available Skype for Business features.

Join a Scheduled Meeting

A meeting notification displays on the phone five and one minute before a scheduled meeting starts. You can join a meeting from the calendar or the meeting reminder on the phone's Home screen.

To join a meeting from the calendar:

» Tap **Calendar** and tap **Join** for your meeting.

To join a meeting from the meeting reminder:

» After receiving the meeting reminder, tap **Join**.

Initiate an Ad-hoc Skype for Business Conference Call

You can initiate a Skype for Business conference call with Skype for Business contacts or a group of contacts on your phone.

To initiate a Skype for Business conference call:

1 Tap **Meet Now > Add**.

2 Enter the number for a contact and tap the Dial icon 📞 or select a contact from Contacts, or Recent Calls.

3 Tap **Add** to add additional contacts.

To initiate a conference call with a group of Skype for Business contacts:

1 Tap **Contacts > Groups**.

2 Select a group and tap **Dial All**.

Dial a Skype for Business Contact from the Directory

You can search for contacts in the Skype for Business directory from your phone.

To search the Skype for Business Directory:

1 Select **Contacts > Search contacts**

2 Tap the 'Search contacts' file and enter your contacts first or last name. The search automatically displays search results.

You can call contacts or add contacts to your Contact Directory.

To call contacts from the Skype for Business Directory:

» After you find your contact, tap **Dial**.

To save a contact from the Skype for Business Directory:

» After you find your contact, tap **Add to Contacts**.

Add Skype for Business Favorites

You can add Skype for Business contacts as favorites to display on the Home screen.

To add Skype for Business contacts as favorites:

» In the Skype for Business client on your computer signed in with the same Skype for Business account as the RealPresence Trio solution, right-click on a contact and click **Add to Favorites**.

Add Skype for Business Contacts

You can add your Skype for Business contacts to a Contacts list on your phone.

To add Skype for Business contacts to your phone:

1 Press **Contacts > Add**.

2 Enter your contact's email address and press **Submit**.

View Skype for Business Contacts' Information

You can view a contact's name, presence status, organization, work number, mobile number, and voicemail from the Contact Details screen.

To view the contact details:

1 Navigate to **Contacts > Contacts.**

2 Select a contact, tap the Menu icon ☰ and tap **Info**.

Update Your Presence Status

Your presence status information displays your availability and activity to your contacts. Your presence automatically updates when you are

actively using your phone and when you are inactive.

To update your presence status:

» Navigate to **Settings > Features > My Status** and select your desired status.

You can change your status to Available from any other status by selecting **Reset**.

Forward Calls

You can forward your incoming calls to another Skype for Business contact or to your voicemail.

To forward incoming calls to a contact:

1 Navigate to **Settings > Features > Forward > Forward to Contact**.

2 Enter your contacts number and tap **OK**, or tap **Contacts**, choose a contact, and tap **Forward**.

To forward incoming calls to voicemail:

» Press **Forward > Forward to Voicemail**.

Present Content During a Call

When a RealPresence Trio Visual+ is connected to a TV monitor and paired with RealPresence Trio 8800, you can present content during a Skype for Business video calls. To present content, you need to join the call or meeting and present content using the Skype for Business client on your laptop.

Note: The Skype for Business client cannot use the same user account as participants in the call.

To present content during a video call:

1 Join the call from your Skype for Business client or add your Skype for Business client to the meeting from RealPresence Trio.

2 Click the 'Present' icon on the Skype for Business and choose how you want to show content.

Present Content when Not in a Call

When a RealPresence Trio Visual+ is connected to a TV monitor and paired with RealPresence Trio 8800, you can present content when not in a Skype for Business call.

To present content when not in a call:

1 In the Skype for Business client, enter the name of the conference room or RealPresence Trio solution in the Search field, right-click on the Contact, and click **Send an IM**.

2 In the conversation window, click the 'Present' icon and choose 'Present Desktop' or 'Present Application'.

Connect Audio Call over USB

When the RealPresence Trio 8800 system is connected to a computer using a USB cable, you can use the system as the audio device for your Skype for Business calls. You can hold, resume, and mute your audio for Skype for Business calls from the system.

To place a Skype for Business audio call:

1 In the Skype for Business client, do one of the following:

➢ Click and scroll to the contact you want to call.

➢ Enter your contact's name in the search box.

2 Right-click on the contact and click **Call > Skype for Business Call**.

Change Video Layout

You can adjust the appearance of far-end video so that it displays as **Normal** (by default), **Full** or **Crop**.

To change the Video layout:

1 Navigate to **Settings > Basic > Video > Video Screen Mode.**

2 Tap **Video Screen Mode** (Full Screen).

3 Select **Normal**, **Full**, or **Crop**.

4 Tap **Save**.

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