



TELSTRA CALLING FOR OFFICE 365 Polycom Trio 8800 User Guide



Polycom Trio 8800

Setting up Skype for Business (for the first time)

Follow these instructions to setup Skype for Business on the Polycom Trio for **first time** use only:

1. Swipe **left** on the **Home** screen
2. Tap **Settings**
3. Tap **Advanced**
4. Enter the default password **456** (you may be prompted to change the password)
5. Tap **Administration Settings**
6. Tap **Network Configuration**
7. Tap **Base Profile**
8. Change from **Generic** to **Skype for Business**
9. Tap ← and select **Save Config**

The phone will now reboot

Sign into Skype for Business

When you sign into the Polycom Trio 8800 using your Skype for Business log in credentials, the phone becomes an extension of your S4B profile. From the **Home** screen:

1. Tap **Sign In**
You will be presented with two sign in options:
 - **User Credentials**
 - **Web Sign in**

User Credentials

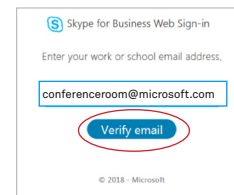
1. Tap **User Credentials**
2. Complete the following fields:
 - **Sign in Address**
 - **Domain**
 - **User Name**
 - **Password**
3. Press **Sign In**
4. You will now be prompted to enter a Lock Code (6-15 numbers)
5. Press **Next**
6. Re-enter Lock Code
7. Press **Next**

Web Sign In

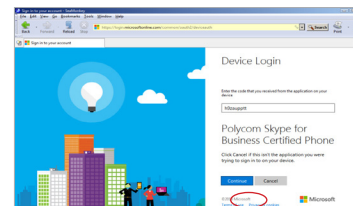
1. Press **Web Sign in**
2. You will be prompted to sign into the following Web Browser: <https://aka.ms/sphone>

Your screen will also display a unique code which is required for the web set up

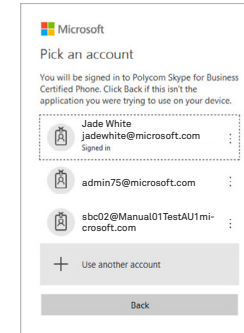
1. Enter the URL into your computer
2. Enter your email address
3. Click **Verify email**



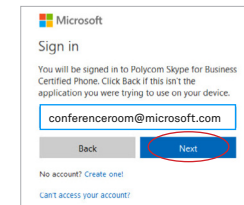
4. Enter the **Device Login code** and tap **Continue**



5. Select the **account** or select **Use another account**

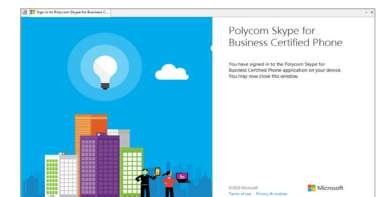


6. Enter your **Sign in details** and tap **Next**



7. Enter the password and tap **Sign in**

The following screen will now appear which means you are signing into Skype for Business. It will take a few minutes for the Skype for Business menu to display on the phone



User Screens

The **Skype for Business Home Screen** appears showing your current Presence and displays the following icons: **Dial a Number, Meetings, Present, Sign Out, Meet Now and Contacts**

Swipe **left** to view more options

Presence

Your profile will appear on the home screen with a Presence icon indicating your current Skype for Business presence as **Available**, **Away** or **on a Call**.

Contacts

Any contacts you have saved in Skype for Business Favorites will also display on the **Home** screen along with their presence icon.


To add Contacts as Favorites

In the Skype for Business client on your computer:

1. Right-click on a contact and click **Add to Favorites**

Add Contacts

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

1. Tap 
2. Press **Contacts** and **Add**
3. Enter your contact's email address and press **Done** and **Submit**


Call a Skype for Business Contact

To search for a contact while placing a call:

1. Tap the **Dial a Number** icon
2. Tap the **Contacts** icon at the top-right of the screen
3. Enter the contact name. A list of matches will appear
4. Select the contact and tap **Dial**

Dial a Number

To place a call:

1. Tap the **Dial a Number** icon
2. Enter the number and tap the **Call** icon, or
3. Tap 
4. Tap **Dial a Number**
5. Enter the number
6. Tap the **Call** icon

Hold and Resume calls

You can place any active audio or video call on hold, and resume when ready

1. To hold a call, tap **Hold**
2. To resume, tap **Resume**

Blind Transfer to a Skype for Business contact

1. While on an active call, press **Transfer**
2. Enter the number and tap the **Call** icon, or Press **Contacts** at the top of the screen
3. Select the contact and then press **Dial**

The call will be transferred

Initiate a Conference Call

You can initiate a Skype for Business conference call with Skype for Business contacts or a Skype for Business **Contact Group** from your phone

1. Press **Meet Now** (Starting Conference call)
2. Press **Add**
3. Select a contact from **Contacts** directory or enter the contacts number

4. Press **Dial**
5. Press **Add Participant** to add additional contacts.

To initiate a conference call with a Skype for Business Group:

1. Press **Contacts** and **Groups**
2. Select a group and tap **Dial**

Forward Calls

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

To forward incoming calls to a contact:

1. Swipe **left** on the **Home** screen
2. Tap **Settings**
3. Tap **Features**
4. Tap **Forward**
5. Select **Forward to a Contact** enter number, tap **Done**, tap **OK**, or alternatively select **Forward to Voicemail**

Join a Scheduled Meeting

The Meetings icon will display on your **Home** screen. Meeting reminder notifications display on your phone 5 minutes before a meeting starts. You can join the meeting from the Calendar or the meeting reminder

To join from the Calendar:

1. Tap **Meetings**
2. Tap **Join on your meeting**

To join from the Meeting Reminder:

1. When the meeting reminder displays, tap **Join**

Present

Use Skype for Business on your laptop to Present (see the Skype for Business User Guide).

Recent Calls

To view your recent calls:

1. Swipe **left** on the **Home** screen
2. Tap **Recent Calls**
A list of recent calls will now be displayed
3. Tap contact or number to **call**

Sign Out

To sign out of Skype for Business from your handset:

1. Tap the **Sign Out** icon
2. When prompted **Are you sure?**, tap **Yes**

