

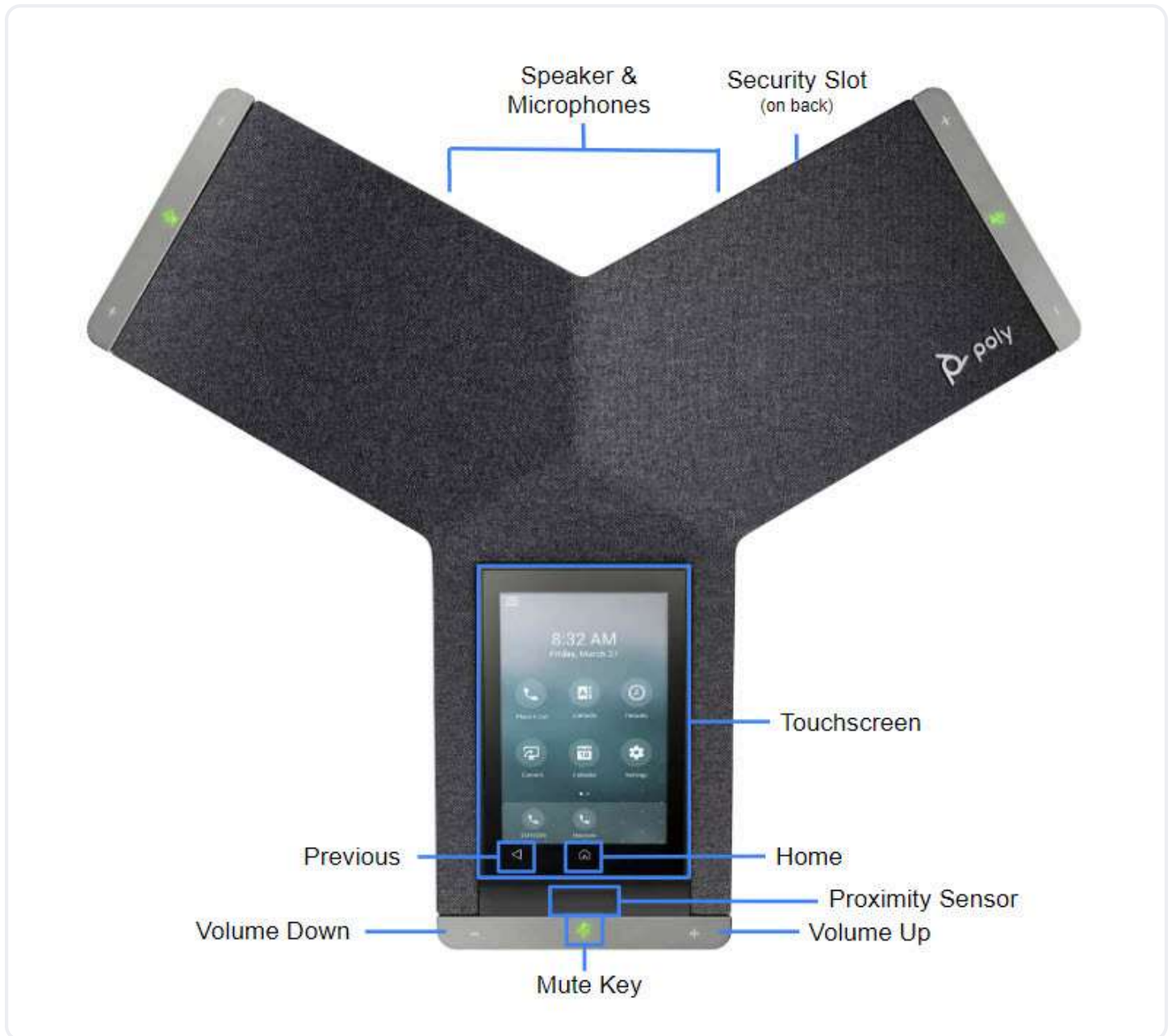
Poly Trio C60 – Quick Start Guide

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Your Device



1. Volume keys

Adjusts the volume of the audio from the speakerphone and ringer.

2. Mute key

Mutes the microphones during calls and conferences.

3. Proximity sensor

Wakes the system when it detects user movement nearby.

4. Touchscreen

Select items and navigate menus on the touch-sensitive screen.

5. Speaker and microphones

Sends your audio to call participants and provides audio output for the ringer and speakerphone.

6. Security slot (on back)

Attach a universal security cable lock to your phone so you can secure it to a desktop.

7. Settings

Opens the Trio settings menu.

8. Back

Returns to the connected system's display menu.

9. Menu

Opens the connected system's menu.

10. Keypad

Opens the system display and the Trio dial pad.

11. Select

Selects a field of displayed data.

12. Navigation Keys

Navigates through information and menus on the connected system's display.

13. Call

Calls the entered number.

14. End

Ends the active call.

15. Home

Returns to the Trio controller's Home screen.

16. Previous

Returns to the previous Trio settings menu.

Using Your Device

1. Placing Calls

- a. Using the dialpad, enter a number then select **Dial**.
- b. To place a call using Recent Calls, select **Recent Calls** from the **Home** screen or from the **Place a Call** screen. Then select a contact and tap **Dial**.

2. Answering Calls

- a. To answer an incoming call, tap the **Answer** key on the Incoming Call screen.
- b. To answer a new call while on an active call, select **Answer** to place the current call on hold and answer the new incoming call. To resume the held call, select **Resume**.

3. Placing Calls on Hold and Resuming Calls from Hold

- a. To place an active call on hold, select **Hold**.
- b. To view and resume a held call, select **Resume**, or from the Calls screen, select the call to resume and then tap **Resume**.

4. Initiating Conference Calls

- a. Call the first contact. After they answer, select **Add**.
- b. Dial another number or select another contact from the **Contacts** or **Recent Calls** list. They will be added to the conference call once they answer.
- c. To merge an active call and held call together in a conference, select a held call from the Calls screen. Then select **Merge** to join it with the current active call.

5. Setting Up Your Default Transfer Option

- a. Go to **Menu > Settings > Basic > Preferences**. Select **Default Transfer Type** and choose your preferred transfer method.

6. Performing a Blind Transfer

- a. During a call, select **Transfer**. Dial a number or select a contact to transfer to from the Recent Calls or Contacts list. The call will transfer to the selected contact automatically.

7. Performing a Consulted Transfer

- a. During a call, select **Consult**. The current call will be placed on hold. Dial a number or select a contact to transfer to from the Recent Calls or Contacts list. When the recipient answers, announce the call and then select **Complete Transfer** to transfer the held caller to their line.

8. Adjusting the Speaker Ringer Volume

- a. To change the speaker volume during an active call, tap the **Volume Up** or **Volume Down** buttons next to the Touchscreen.
- b. To change the ringer volume, when the phone is in the idle state, tap on the **Volume Up** or **Volume Down** buttons.