



Volume Keys	Adjust the audio volume for the speakerphone (active call) and ringer (when idle).
Mute Key	Mutes the microphones during calls and conferences.
Proximity Sensor	Wakes the system when it detects user movement nearby.
Touchscreen	Select items and navigate menus on the touch-sensitive screen.
Speaker Microphones	Provides audio output for ringer and speakers Sends your audio to call participants
Security Slot (back)	Attach a universal security cable lock to the device to secure it to a desktop
Settings	Opens the Trio's Settings menu
Back	Returns to the connected system's display menu – last view
Menu	Opens the connected system's menu
Keypad	Opens the system display of the Trio Dial Pad
Select	Selects a field of displayed data
Navigation Keys	Navigates through information and menus on the display
Call	Dials an entered number
End	Ends an active call
Home	Returns to the Trio home screen
Previous	Returns to the previous Trio settings menu or view



Use Your Trio

Answer Calls

- Using the dial pad, enter a number then select **Dial**.
- 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**.

Answer Calls

- New Incoming:** To answer an incoming call, tap the **Answer** key on the Incoming Call screen.
- Call Waiting:** 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**.

Call Hold | Resume from Hold

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

Initiate Conference Calls

- Call the first contact. After they answer, select **Add**.
- 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.
- To merge an active call and held call together into a conference, select a **held call** from the **Calls** screen. Then select **Merge** to join it with your current active call.

Set Up Your Default Transfer Option

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

Perform a Blind (Cold) Transfer

- 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.

Perform a Consulted (Warm) Transfer

During an active 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.

Adjust the Volume

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