



Quick Tips for Poly Trio 8300 Systems

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This Quick Tips applies to Poly Trio 8300 systems.

View the *Poly Trio Solution User Guide* on [Polycom Voice Support](#) for more information on available features.

Navigation Key Shortcuts

On the Poly Trio 8300 system's home screen, use the navigation keys to quickly access certain lists.

- **Up** – Favorites list
- **Right** – Placed calls list
- **Down** – Missed calls list
- **Left** – Incoming calls list

Place a Call

- » Do one of the following:
 - Enter the phone number and press **Dial**.
 - Press **Contacts**, select a directory, select a contact, and press **Dial**.
 - Go to **Recent Calls**, select a contact, and press **Dial**.
 - Press the up-navigation key on the home screen to access **Favorites**, select a Favorite, and press **Dial**.

Answer a Call

- » Press the **Answer**  button.

Holding and Resuming Calls

You can place any active audio or video call on hold and resume the call when you're ready.

Hold a call

- » Press **Hold**.

Resume a call

- » Press **Resume**.


Ending Calls

You can only end active calls.

End an active call

- » Press **Hang Up**  button.

End a held call

- » Select the held call, select **Resume**, and press **Hang Up**  button.

View Recent Calls

- » Do one of the following:
 - Press **Recent Calls**.
 - Select **Recent Calls** from the main menu.

Joining Scheduled Meetings

A meeting notification displays on the phone 5 minutes before a meeting starts, then again 1 minute before the meeting starts.

Join a meeting from the calendar

- 1 Press **Calendar**.
- 2 Select the meeting.
- 3 Press **Join**.

Join a meeting from the meeting reminder

- » When the meeting reminder displays, press **Join**.

Managing Conference Calls

You can initiate a conference call with up to four participants.

Start a conference call

- 1 Call a contact.
- 2 Do one of the following:
 - Press **Add** and enter your contact's number.
 - Select a contact from **Contacts** or **Recent Calls**.
Repeat for additional participants.

Join two or more calls into a conference call

- » On the In-Call screen, press **Merge**.

The two active calls are merged into a conference call.

Mute conference participants

- » Do one of the following:
 - To mute all participants, select the conference name and press **Mute All**.
 - To mute an individual, select the participant and press **Mute**.

Remove a participant

- » Select a participant, press **Remove**, and confirm that you want to remove the participant from the conference.

Enter Text and Special Characters

You can use the Poly Trio 8300 system's keypad to enter information into text fields.

- 1 Highlight a text field.
- 2 Using the 2 – 9 keys, enter the needed alphanumeric characters.
Press **Mode** to change the capitalization format of the letters or to enter only numerals.
- 3 Using the 1, 0, *, and # keys, enter any special characters.

Managing Contacts

You can view and add contacts to the Poly Trio 8300 system's contact directory.

View the contact directory

- » Go to **Contacts > Contact Directory**

Add a contact to the contact directory

- 1 In the contact directory, press **Add**.

- 2 Enter the contact's information and press **Save**.

Add a Favorite

- 1 In the contact directory, select a contact and press **Edit**.
- 2 Scroll to Favorite Index and enter the index position.
Note: The next available index populates.
- 3 Press **Save**.

Mute the Microphone

- » Press the **Mute**  button.

The LEDs around the central speaker illuminate.

Adjust the Volume

- » Press the **Volume Up +** or **Volume Down –** buttons.

Pair and Connect a Bluetooth Device

If you have a Bluetooth-enabled device, you can pair and connect it to the Poly Trio 8300 system.

Pair a Bluetooth device

- 1 On your device, go to your Bluetooth settings and search for new devices.
- 2 Select the Poly Trio 8300 system's name from the list of available devices.
- 3 Confirm the pairing request on your device and the Poly Trio system.

Connect a paired Bluetooth device

- » On your device, go to your Bluetooth settings and select the Poly Trio 8300 system's name from the list of paired devices.

Using Bluetooth

If your device is connected to the Poly Trio 8300 system using Bluetooth, you can place a call on your mobile phone and use the system as the speakerphone for the call.

Place a call over Bluetooth

- » On your device, place a call.
The system acts as the speakerphone.

Set the Poly Trio 8300 as the audio source

You can manually set the Poly Trio 8300 system as the audio source for a phone call on most devices.

- » On the call screen, select the Poly Trio 8300 system as your audio source.