



# 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.