

# POLYCOM® TRIO® 8300

## Quick Tips



This Quick Tips applies to Poly Trio 8300 systems.

View the *Poly Trio Solution User Guide* 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**.

For more information, visit [epb.com/customer-support/business-support](http://epb.com/customer-support/business-support) or call 423-648-1500, option 2



## 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

- Press **Calendar**.
- Select the meeting.
- 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

- Call a contact.
- 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.

- Highlight a text field.
- 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.
- 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

- In the contact directory, press **Add**.
- Enter the contact's information and press **Save**.

### Add a Favorite

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

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