



## Trio 8300 Conference Telephone Quick User Guide

This guide covers the basic features and operation of the Trio 8300 Conference telephone.

### Introduction:

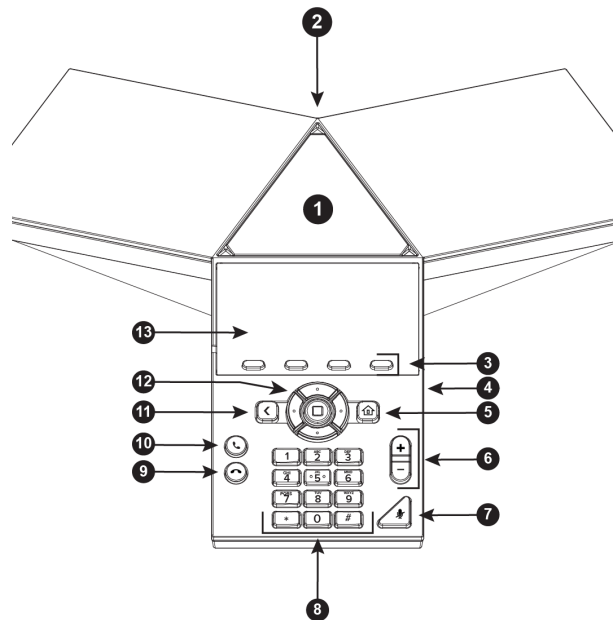
The Poly Trio 8300 is a full-featured conference phone, suitable for use in smaller conference rooms. Despite its small size, the Trio 8300 delivers a full suite of conference phone features, including built-in conference calling, room-filling sound, and connectivity for mobile devices. The 8300 includes Poly's NoiseBlock feature, which automatically eliminates background noise for clearer, more productive conference calls.

### Getting to Know Your Phone:

The Trio 8300 has a large, full-range speaker at the center of its triangular shape, with a microphone in each of the three arms of the phone. The front of the phone contains a large LCD display with a set of control keys, a numeric keypad, and other related controls alongside the keypad.

Three triangular LEDs at the top of the phone glow green when a conversation is in progress, and red when the phone is muted.

This diagram shows the main components of your Trio 8300 telephone.



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|------------------------|------------------------|
| ① Speaker & microphone | ⑧ Dial Keypad          |
| ② USB Device Connector | ⑨ Hang Up Button       |
| ③ Softkeys             | ⑩ Answer / Dial Button |
| ④ USB Host Port        | ⑪ Back key             |
| ⑤ Home Key             | ⑫ 4-way Keypad         |
| ⑥ Volume +/- Keys      | ⑬ Display Screen       |
| ⑦ Mute Key & Indicator |                        |

### Navigating the Menu System

The Trio 8300 features a large monochrome LCD display screen with four flexible "soft keys" at the bottom of the screen.



The function of the soft keys changes depending on the operation being performed. Immediately below the screen is a 4-way keypad with a center Enter key. Dedicated buttons on either side of the keypad return to the previous item or to the home menu screen.


### Navigation Key Shortcuts:

The four arrow keys (up, down, left, and right) on the 4-way keypad provide quick access to your call history as well as your favorite numbers.


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

### Placing Outgoing Calls:

To place a call, do one of the following:

- Enter the phone number on the keypad and press the Dial key .
- Press the Contacts softkey, select a directory, select a contact, and press Dial.
- Press the Recent Calls softkey, select a contact, and press Dial.
- Press the up-navigation key on the home screen to access Favorites, select a Favorite, and press Dial

### Answering Incoming Calls:

Press the Green Dial  key while the phone is ringing.

## Ending a Call:

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Tap the **End Call**  button to the left of the keypad.

## Holding and Resuming Calls:

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You can place an active call on hold and resume the call when you're ready.

- To hold a call, press the Hold softkey.
- To resume a held call, press the Resume softkey.

## Adjusting the Volume:

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The Plus and Minus (+ and -) keys to the right of the numeric keypad adjust the speaker volume and the ringer volume. To adjust the speaker volume, press + or - while engaged in a call. To adjust the ringer volume, press + or - while the phone is idle.

## Do Not Disturb

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To prevent your phone from ringing, press the DND softkey. When Do Not Disturb is enabled, the DND icon displays in the status bar. Press DND a second time to disable DND.

## Conference Calling:

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You can initiate a conference call with up to four participants. To Begin 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 up to two additional participants.

## Creating an ad-hoc conference call:

You can join two or more existing calls into a conference call.

To join two calls:

1. On the In-Call screen, press Merge.
2. The two active calls are merged into a conference call.

## To 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.

## To Remove a Conference Participant:

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

## Muting the Microphone



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During a call, you can disable the phone's microphone so that other parties cannot hear you. Press the red Mute button to the right of the keypad. The mute lights on the top of the phone will change from green to red.

To disable muting, press the mute button again.

## Transferring calls:

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From Calls View, press Transfer or  to use the default transfer type, and call the other party. (Press and hold Transfer to select a transfer type). When you hear the ring back tone or after you talk with the other party, press Transfer or . If transfer type set to Blind, the call is transferred immediately.

## Forwarding calls:

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To enable call forwarding, press Forward from Home or Lines view. Select the forwarding type to enable, type a forwarding number, and press Enable.

To disable call forwarding, press Forward from Home or Lines view. Select the forwarding type to disable, and press Disable.

## To enable per-call forwarding:

As your phone rings, press Forward, enter the forwarding number, and press Forward a second time.

## Using a Bluetooth Device:

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

### To 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.

### To 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.

### To Place a call over Bluetooth:

- On your device, place a call.
- The Trio 8300 acts as a speakerphone.