

Polycom Trio 8300 Quick Reference



Placing a Call

Enter the phone number, press Dial.

Answering a Call

Press the **Answer U** Button.

Ending a Call

Press the **Hang Up a** button.

Adjust the Volume

Press the Volume Up + or Volume Down – Buttons.

Call Holding and Resuming

During a call, press the **Hold** soft key. To resume press the **Resume** soft key.

Muting the Microphone

Press the **Mute a** Button. The LEDs around the central speaker illuminate. Press again to unmute.

Initiating Conference Call

- 1. Dial the first contact.
- 2. After the contact answers, Press Add.
- Dial another number, the contact is added to the conference call after answering.

Merging Calls to create a Conference Call

With two calls on the phone, press **Merge** on the In-Call screen.

Muting Conference Participants

- To mute all participants, select the conference name and press **Mute ALL**.
- To mute an individual, select the participant and press **Mute**.

Dialing 911

To dial emergency services, you do not need to dial an exit code just **Dial 9-1-1**.

Navigation Key Shortcuts

On the 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

For Technical Support

Our hours are Monday – Friday, 5am – 6pm PST and we can be reached by one of the following methods:

- E-mail us anytime at support@noctel.com.
- Call us: 503.764.4300 or 888.400.4521

Hardware Guide

