

Polycom Trio 8800 Quick Reference



Placing a Call

- 1. Select Place a Call.
- 2. Enter your contact's number.

Answering a Call

1. Tap **Answer**

Call Holding and Resuming

During a call, press the **①** Hold soft key. If you are in the Calls screen, Select the call first. To resume press the **①** resume icon.

Transfer a Call

Select Consult and dial the number or select a contact form Recent Calls or Contacts. Select Complete Transfer after speaking with the contact.

Muting the Microphone

Tap • Mute on the display or tap one of the mute keys on one of the legs of the device. Tap again to unmute.

Initiating Conference Call

- 1. Call the first contact
- 2. After the contact answers, tap + Add
- Enter another contact's number, the contact is added to the conference call after answering.

Do Not Disturb (DND)

To active DND tap DND on the home screen. When in DND mode, the phone will not ring.

Dialing 911

If you need to dial emergency services from your phone you do not need to dial an exit code just Dial 9-1-1.

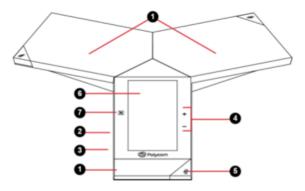
For Technical Support

Technical support for your service is included and we're happy to assist with any questions or comments you may have. Our hours are Monday – Friday, 5am – 6pm PST and we can be reached by one of the following methods:

- 1. E-mail us anytime at support@noctel.com.
- 2. Dial 611 from your NocTel Phone.
- 3. Call from any phone by dialing a local support line:

Portland, OR: +1 503.764.4300 Toll-Free: +1 888.400.4521

Hardware Overview



- 1. Speaker and Microphones
- 2. Device Port
- 3. USB Port
- 4. Volume Keys
- 5. Mute Key
- 6. Touchscreen
- 7. NFC