

Key Features

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- 1 Display Screen:** Provides information accessible through the navigation and function keys.
- 2 Function Keys:** For choosing various context-specific options as displayed on the screen.
- 3 Navigation Pad & Selection Key:** Change options on screen and make selections.
- 4 Back Key:** Return to the previous screen or option.
- 5 Home Key:** Access the phone menu or return to the home screen.
- 6 Volume Key:** Adjust volume of ringer (when not on a call) or speaker (during call).
- 7 Speaker/Microphone:** Sends and receives audio.
- 8 Mute button:** Mute or unmute your microphone during a call.
- 9 Dial Pad Keys:** Make calls or enter characters.
- 10 Accept Call Key:** Accept an incoming call.
- 11 Hang-Up Key:** Ends an active call.

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POLY EDGE TRIO 8300

Quick Reference & Features Guide

Inside you'll find easy-to-follow instructions for some of the features included with the Poly Edge Trio 8300 Conference phone.

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Three-way Conferencing Calling

Your Polycom Conference Phone allows up to 3 parties (including yourself) to participate in a single call. This is referred to as a Three-Way Conference Call.

To create a Conference Call with up to two other parties:

- Engage the second party by either calling them or answering their call.
 - To contact the third party for the conference call, use the Function Keys to select **Add**. This will automatically place the active call on hold and you will hear a dial tone.
 - Dial the number of the third party you wish to add to the call.
 - Once the third party answers the call, use the Function Keys to select **Merge**.
 - All three parties are now joined in the Conference Call.
 - To end the Conference Call, hang up your phone or select **End Call**.
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Call Transfer

Your Conference Phone supports two types of Call Transfers, both Blind (Cold) and Consultative (Warm) Transfers. By default your Conference phone will complete all transfers as Consultative transfers. This can be modified in the phone settings (located using the **Home** key).

To transfer an active call to another extension/external number using the default Consultative Transfer:

- During an active call, use the function keys to select **Transfer**. This will automatically place the active call on hold and you will hear a dial tone.
- Dial the number of the party you wish to transfer the call to.
- When you are ready to transfer the call, use the function keys to select **Complete Transfer**.

To transfer an active call to another extension or external number using Blind Transfer:

- During an active call, use the function keys to locate and select the **Blind Transfer** option. This will automatically place the active call on hold and you will hear a dial tone.
- Dial the number of the party you wish to transfer the call to and hit **Send**.



Do Not Disturb (DND)

When enabled, this feature prevents inbound calls from ringing your phone. Depending on your configuration, callers will either hear a busy signal or be directed to voicemail.

To place the phone on or off Do Not Disturb:

- Press the **Home** key.
- Select **Settings**.
- Select **Features**.
- Select **Do Not Disturb** then choose enable or disable.