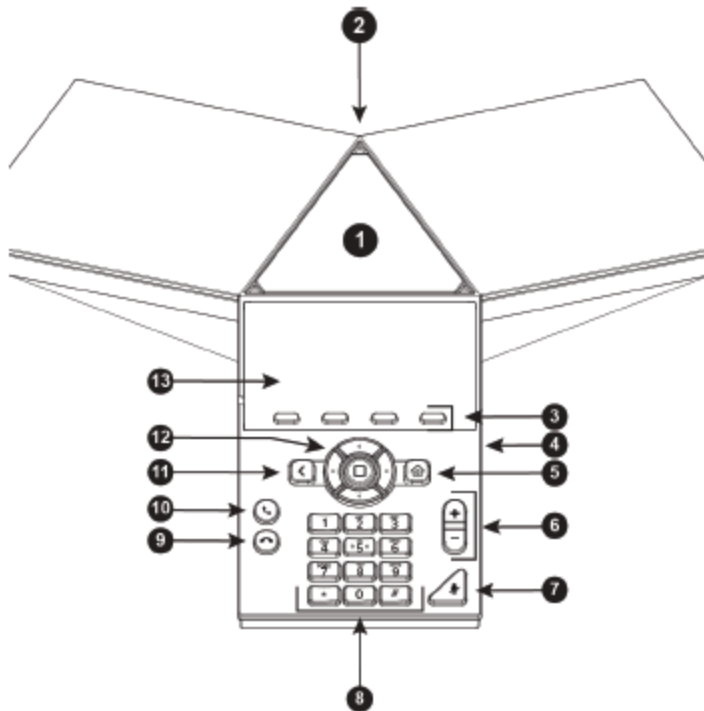




## Phone User Guide – Poly RP Trio 8300






- |                        |                        |
|------------------------|------------------------|
| 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 |                        |

## Placing a Call



Using the handset: Touch Place a Call, dial number and touch **Dial** soft key

Or touch Recent Calls and select a contact and touch **Dial** soft key

## Answering a Call

Touch  soft key when phone is ringing to answer a call.

## End a Call

To end the call, touch  soft key. To end a call on Hold, touch **Resume** soft key to return to the call, then touch  soft key.

## Hold and Resume Calls

To place a call on hold, touch **Hold** soft key. Caller will hear on hold music/recording


Touch **Resume** soft key to return to the caller.

*TIP: A call on hold can only be retrieved from the phone where the call was placed on hold. Use transfer or the Park feature to place calls on hold that need to be retrieved from other phones on the system.*



## Volume Adjustment

Use the volume keys **+** or **-** to adjust the volume on the speaker when you are on a call or when your phone is idle.

## Muting yourself to callers

Touch the Mute button  to mute yourself to callers. Callers will not hear on hold music, they will hear dead air. The Mute icon on the corners of the phone will turn Red indicating that you are muted to your outside caller(s).

## Calling an extension on the system

Dial the extension number to call another extension, then touch the  soft key to send the call. To call over speakerphone, dial \*0 then the extension number the  soft key to send

## Call Transfer

**Blind Transfer:** When on an active call, touch the **Transfer** soft key. (Press and hold **Transfer** to select a transfer type, select Blind). The caller will be placed on hold. Enter the number you want to transfer to, then touch the




soft key to send. OR touch Cancel then Resume to return to the caller.

**Attended Transfer:** When on an active call, touch the **Transfer** soft key. The caller will be placed on hold. Enter the number you want to transfer to, then touch the **Send** soft key. Wait for the person to answer and announce the call. To transfer the call, touch the **Transfer** soft key. If the person does not want to take the call, touch the



soft key to return to the caller.


## Conference (3-way) calls



When on an active call, touch the **Add** soft key then dial 2<sup>nd</sup> party and touch . Wait for the 2<sup>nd</sup> party to answer, then touch **Merge Calls** to join the two calls together. Repeat to add additional callers.

Touch **Mute All** soft key to mute outside callers so they cannot be heard. Press **Unmute All** to unmute all outside callers. To mute an individual, select the participant and touch **Mute**.

*TIP: If you would like a direct number set up for Conference Calls, submit a service request to [support@pdvn.net](mailto:support@pdvn.net) to have that feature programmed.*

## Call Park

Call Park is an enhanced hold feature that will allow you to place a call on hold that can be retrieved from any phone on the system. To place a call into a park orbit: Ask the caller to hold. Touch **Transfer** soft key then dial \*31 for Park 1, \*32 for Park 2, or \*33 for Park 3. Touch .

To retrieve a parked call, touch  dial the park code again (\*31, \*32 or \*33), then touch .

If the parked call is not retrieved, it will ring back to the phone that originally placed it on Park.

## Connecting and Using a Bluetooth Device

If Bluetooth is enabled, you can pair and connect your Bluetooth-capable phone or tablet with the conference phone. To connect a Bluetooth Device: On your device, navigate to Bluetooth. Select the Poly Trio from the list of available devices. If your mobile device is connected to the Poly Trio, you can place a call on your mobile phone and use the system as a speakerphone for your calls.

To place a call over Bluetooth: On your mobile phone, place a call. On the call screen, select the Poly Trio 8800 as your audio source.