

Polycom Trio 8800 Quick Start





Network / Power

If you have a room Ethernet port that has PoE (Power over Ethernet) then plug the RJ45 cable directly from to the Network port on the Trio to the room Ethernet port.

If your room Ethernet port requires separate power then use the supplied PoE adapter to complete the connection.



USB


Connect your laptop via USB to use Trio as an audio device to enhance Microsoft Teams or Zoom meetings. We recommend you experiment with this prior to your actual meeting to understand how this works as an audio device.

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Dial a Number

Dial a number using Contacts, Recent Calls, or to a Favorite.




Place Calls

- Do one of the following from the Home screen:
- Tap **Place a Call**, enter the phone number, and tap  to **Dial**.
- Tap **Recent Calls** and select a contact. The contact is dialed automatically.

Answer calls


- Tap  to **Answer**.


End Calls

- To end an active call, tap  to **Hang Up**.
To end a held call, tap **Resume**, ,
Then **Hang Up** .


Hold and Resume Calls

Place an active audio or video call on hold and resume the call when you are ready.

To hold a call, tap **Hold** .

To resume a call, tap **Resume**. .

Mute the Microphone

- Tap **Mute** 
or tap the **Mute** keys on the system or microphone.
- The **Mute** icon changes to red .
And the **Mute** keys glow **red**.

Adjust the Volume

- Tap the **volume up** **+**
or **volume down** **-** buttons.

Connect a Bluetooth Device

If Bluetooth is enabled, you can pair your Bluetooth-capable phone or tablet with the conference phone.

Connect via Bluetooth:

On your device, navigate to Bluetooth and select the Poly Trio in the list of available systems and devices.

Place a Call over Bluetooth

If your mobile phone is connected to the Trio system using Bluetooth, you can place a call on your mobile phone and use the system as the speakerphone for the call.