Polycom Trio 8800 Quick Start
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.

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.
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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.