

QUICK REFERENCE GUIDE

Poly Trio 8300



Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **Transfer** soft key.
- 2 Dial a number or select from the Directory and press **Send**.
- 3 After speaking with the receiving party, press **Complete Trnsfr** to complete the transfer.

Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **More** button then select **BlindX**.
- 2 Dial a number or extension.
- 3 Press the **Enter** soft key immediately to complete the transfer.

Initiating a conference call

- 1 While on a call, press the **More** soft key and select **Add**.
- 2 Dial a number or select from Directory and press **Send**.
- 3 Once the recipient answers, press the **Merge** soft key to merge the calls together.

Accessing call history

- 1 Press the **Home** button and select **Recent Calls**.
- 2 Use the down and up arrow keys to scroll through each list.

Checking voicemail

- 1 Press **Home** button and select **Messages**. Press **Message Center** and select **Connect** or dial ***86**.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.