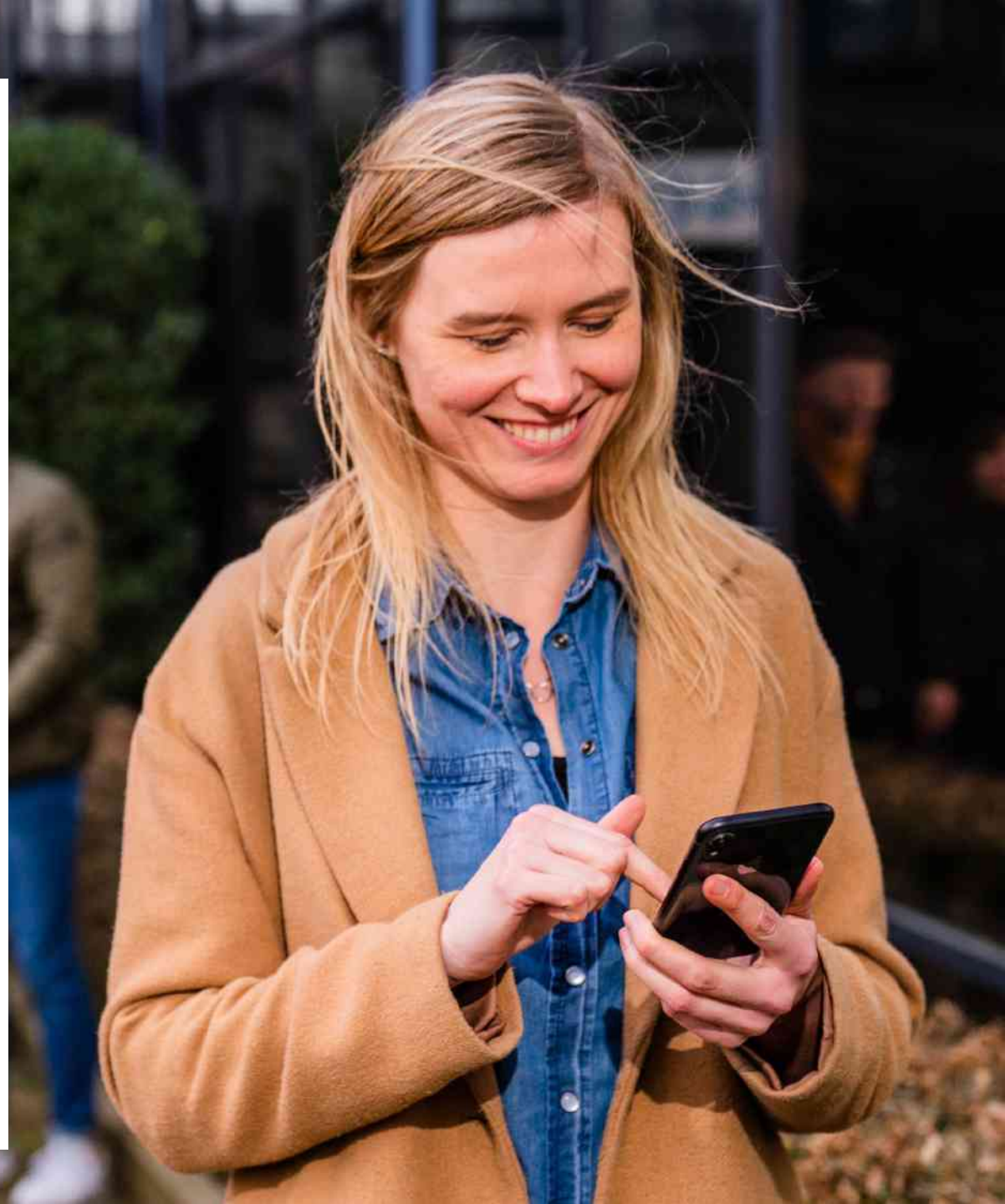
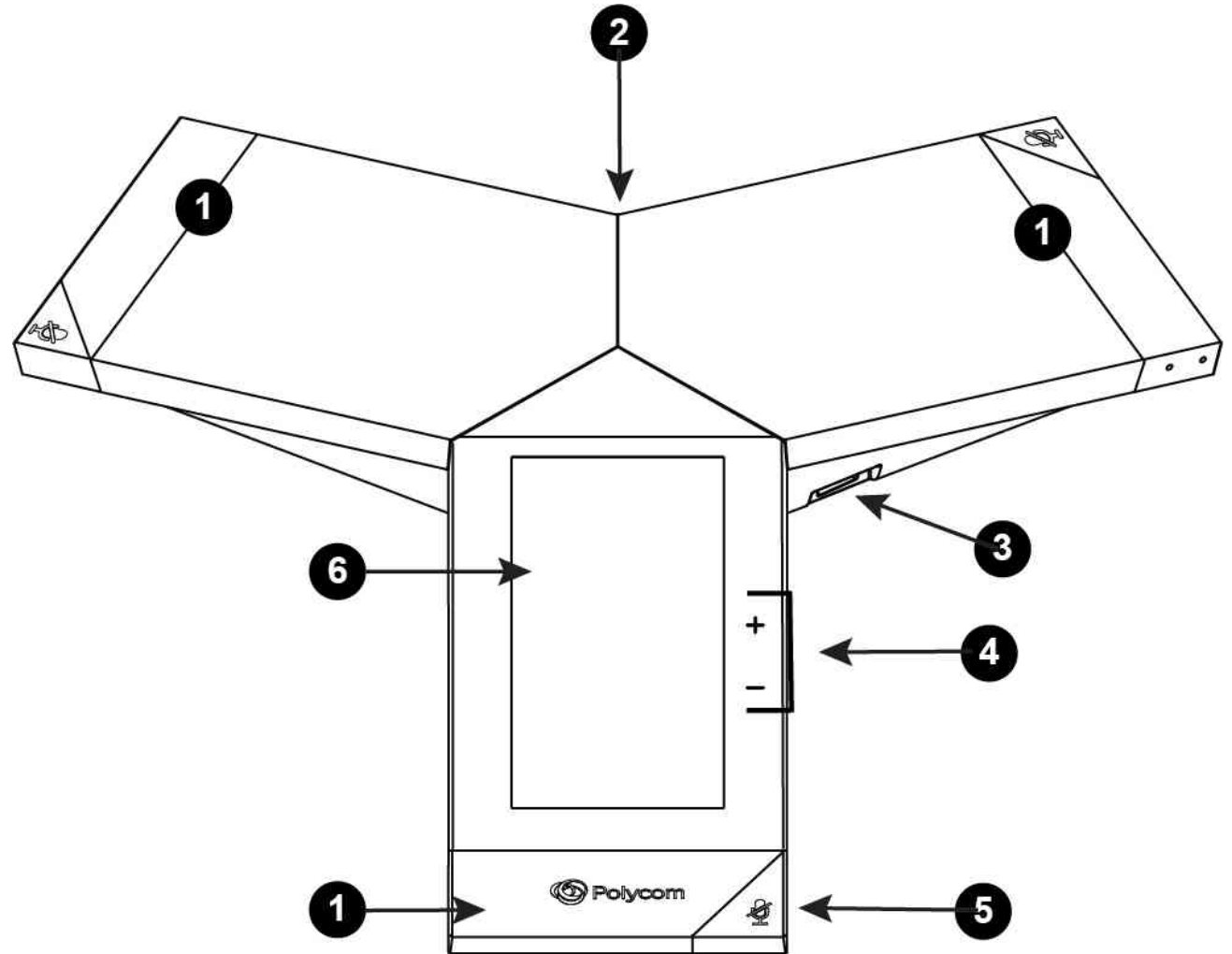


# Poly Trio 8500



## Poly Trio 8500 – Hardware

- 1 Three microphones + loudspeaker
- 2 USB port to record calls on external USB flash drive
- 3 USB port to connect a softphone or videoconferencing application on PC
- 4 Volume keys of the speakers
- 5 Mute key to mute the microphones during a call
- 6 Touchscreen (see next pages)



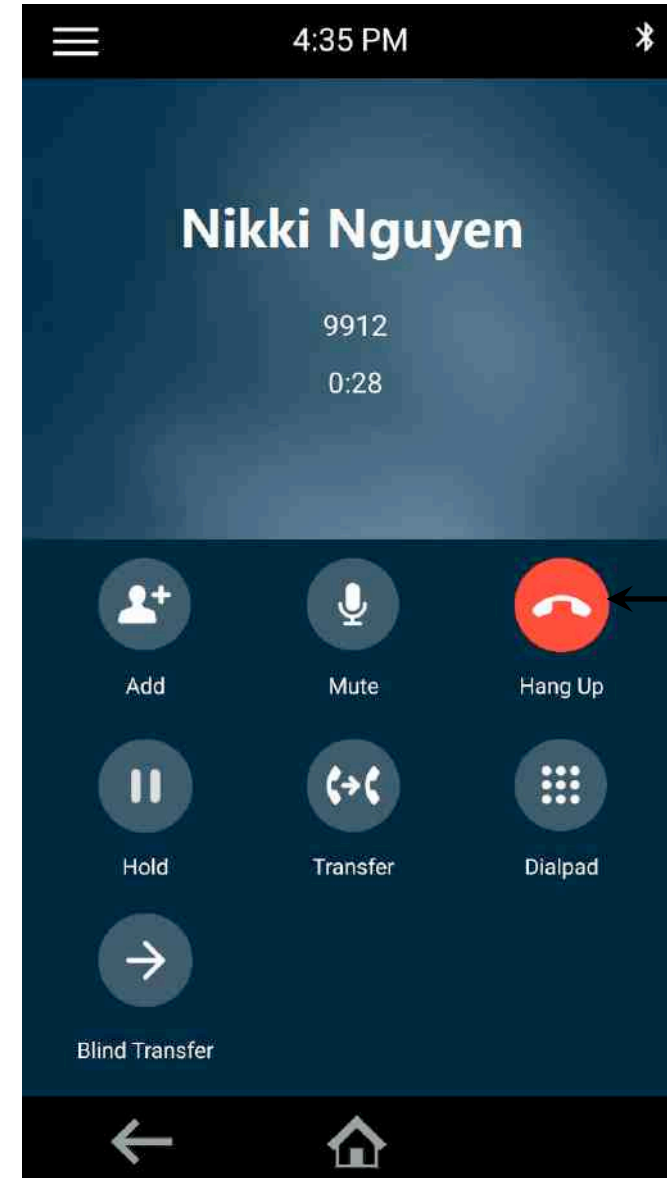
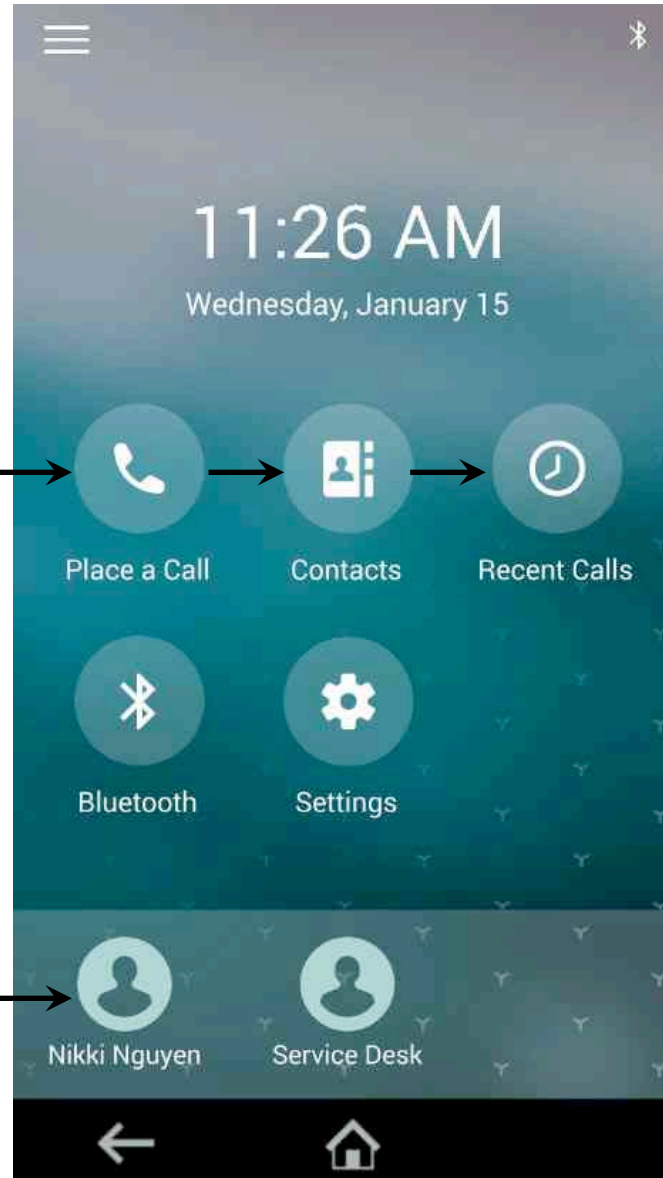
## Poly Trio 8500 – Place calls

6.1

To place a call, do one of the following from the Home screen:

- Tap "**Place a Call**", enter the phone number and press **Dial**.
- Tap "**Contacts**", select a directory, a contact and tap "**Dial**".
- Tap "**Recent Calls**" and select a contact.

- Tap a **favorite contact** displayed at the bottom of the Home screen.



6.2

Hang up a call

Poly Trio 8500  
– Add a favorite contact

6.3

To add a contact in the Local Directory:

- Go to "**Contacts**" > "**Local Directory**" > "**Add**"
- Enter the contact's information.
- Select "**Save**".

To add a contact as a favorite:

- Go to "**Contacts**" > "**Local Directory**"
- Select a contact.
- On the details screen, select "**Favorite**" ★

6.4

All favorite contacts are displayed at the bottom of the Home screen.

