

Polycom 8300

Polycom Poly Trio 8300 IP Conference Station User Manual

Model: 8300

1. INTRODUCTION

The Polycom Poly Trio 8300 IP Conference Station is designed to provide a seamless and high-quality audio and video conferencing experience for various meeting environments. This manual provides essential information for setting up, operating, and maintaining your device to ensure optimal performance.

The Trio 8300 offers a familiar interface and broad interoperability, allowing users to join meetings quickly and efficiently. It supports audio calls, video calls, and content sharing, making it a versatile solution for modern collaboration spaces.

2. PRODUCT OVERVIEW

The Polycom Poly Trio 8300 is engineered for superior conference experiences, featuring high-quality audio and robust connectivity options. Its design ensures a consistent user experience across different room sizes, from small huddle spaces to larger conference rooms.

- **High-Quality Audio:** Delivers room-filling audio up to 22KHz, ensuring clear communication.
- **Poly NoiseBlock Technology:** Eliminates non-speech noise for focused conversations.
- **Comprehensive Conferencing:** Supports audio calls, video calls, and content sharing.
- **Versatile Connectivity:** Offers audio connectivity from mobile devices via USB, Bluetooth, and NFC.
- **Multi-Platform Support:** Connects to multiple platforms simultaneously, ideal for hybrid environments.
- **Scalable Architecture:** Modular design allows for customization to suit various meeting spaces and budgets.



Figure 2.1: Front view of the Polycom Poly Trio 8300 IP Conference Station, showcasing its display and keypad.



Figure 2.2: Top-down view of the Polycom Poly Trio 8300, highlighting its triangular design and microphone placement.

3. SETUP

Follow these steps to set up your Polycom Poly Trio 8300 IP Conference Station:

1. **Unpack the Device:** Carefully remove all components from the packaging.

2. **Power over Ethernet (PoE) Connection:** Connect an Ethernet cable from your network's PoE-enabled switch or injector to the LAN port on the Trio 8300. This single connection provides both power and network access.
3. **Alternative Power (if no PoE):** If PoE is not available, connect a compatible power adapter (sold separately) to the power port and then to an electrical outlet. Connect an Ethernet cable from your network to the LAN port.
4. **Initial Boot-up:** The device will power on automatically. Allow it to complete its boot sequence.
5. **Network Configuration:** The device will attempt to obtain network settings via DHCP. If static IP configuration is required, access the device's administrative interface (refer to your network administrator for details).
6. **Platform Integration:** Follow the on-screen prompts or consult your IT administrator to integrate the Trio 8300 with your chosen conferencing platform (e.g., Microsoft Teams, Zoom, etc.).

4. OPERATING INSTRUCTIONS

The Polycom Poly Trio 8300 is designed for intuitive operation. Here are basic instructions for common tasks:

- **Joining a Meeting:** For scheduled meetings, a "Join" button may appear on the display. Pressing this button will connect you to the meeting instantly.
- **Making an Audio Call:** Use the on-screen dial pad or the physical keypad to enter a phone number, then press the green call button.
- **Adjusting Volume:** Use the + and - buttons on the device to adjust the speaker volume during a call or meeting.
- **Muting Microphones:** Press the microphone icon button to mute or unmute the device's microphones. The LED indicators will change color to show the mute status.
- **Content Sharing:** Depending on your platform integration, content sharing options will be available on the display. This may include wired or wireless sharing.
- **Bluetooth Connectivity:** To connect a mobile device via Bluetooth, navigate to the Bluetooth settings on the Trio 8300's display and pair with your device.



Figure 4.1: Individuals interacting with the Polycom Poly Trio 8300 during a conference, demonstrating its use in a collaborative setting.

5. CONNECTIVITY

The Polycom Poly Trio 8300 offers multiple connectivity options to integrate seamlessly into your communication infrastructure:

- **Ethernet (PoE):** Primary network connection for data and power.
- **Wi-Fi:** Supports wireless network connectivity for flexible deployment.
- **Bluetooth:** Allows pairing with mobile devices for audio input/output.
- **NFC (Near Field Communication):** Enables quick pairing with compatible mobile devices.
- **USB:** For connecting to computers or other compatible devices for audio and content sharing.
- **VoIP Technology:** Utilizes Voice over Internet Protocol for clear and efficient voice calls.

6. MAINTENANCE

Proper maintenance ensures the longevity and optimal performance of your Polycom Poly Trio 8300:

- **Cleaning:** Use a soft, dry, lint-free cloth to clean the device's exterior. Do not use liquid cleaners or aerosols directly on the device.
- **Software Updates:** Regularly check for and install software updates provided by Polycom. These updates often include performance enhancements, new features, and security patches. Your IT administrator typically manages these updates.
- **Environmental Conditions:** Operate the device within recommended temperature and humidity ranges to prevent damage. Avoid exposing it to direct sunlight or extreme temperatures.

7. TROUBLESHOOTING

If you encounter issues with your Polycom Poly Trio 8300, refer to the following troubleshooting tips:

- **Device Not Powering On:**
 - Ensure the Ethernet cable is securely connected to a PoE-enabled port.
 - If using a power adapter, verify it is correctly plugged into the device and a working electrical outlet.
- **No Network Connection:**
 - Check the Ethernet cable connection.
 - Verify that your network switch or router is functioning correctly.
 - If using Wi-Fi, ensure the device is connected to the correct network and has a strong signal.
- **No Audio During Calls:**
 - Check the volume level using the + button.
 - Ensure the microphones are not muted.
 - Verify that the device is properly connected to the conferencing platform.
- **Unable to Configure Device (Admin Password Issue):**
 - If you are unable to access the administrative settings due to an unknown password, contact your IT administrator or Polycom support. Default passwords may vary or be changed by your organization.

For further assistance, consult the Polycom support website or contact your IT department.

8. SPECIFICATIONS

Feature	Detail
Brand	Polycom
Model Number	8300 (Manufacturer Part Number: 2200-66800-025)
Item Weight	2.16 pounds (980 Grams)
Product Dimensions (L x W x H)	16.2 x 14.2 x 3.5 inches
Color	Black
Material	Polycom
Power Source	Corded Electric (PoE compatible)
Dialer Type	Single Keypad
Compatible Devices	Mobile devices, Computers, VoIP systems, Wi-Fi networks, Bluetooth devices
Batteries	1 Lithium Ion battery required (for certain functionalities, likely internal)

9. WARRANTY AND SUPPORT

For detailed warranty information, please refer to the official Polycom website or the warranty card included with your product. Polycom provides support resources, including documentation, FAQs, and contact

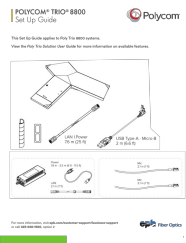


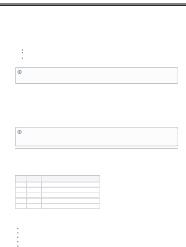
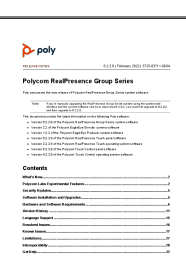
information for technical assistance.

It is recommended to register your product on the Polycom website to receive updates and access full support services.

For technical support, visit: www.poly.com/support

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Related Documents - 8300

	<p>Polycom Trio 8800 Set Up Guide</p> <p>A guide to setting up the Polycom Trio 8800 conference phone system, including minimum and optional configurations, and connectivity details.</p>
	<p>Polycom MSR Series Solution Guide</p> <p>A comprehensive guide to setting up and troubleshooting Polycom MSR Series solutions, including MSR100, MSR200, MSR300, MSR400, and MSR500 bundles.</p>
	<p>Polycom Trio 8500 Set Up Guide</p> <p>A guide to setting up the Polycom Trio 8500 conference phone, including minimum and optional configurations with PoE and USB connections.</p>
	<p>Polycom Phone Provisioning Guide for NocTel Network</p> <p>This guide provides step-by-step instructions for provisioning Polycom phones to connect to the NocTel network. It details supported Polycom models, the provisioning process, bulk provisioning considerations, and essential network port information.</p>
	<p>Polycom RealPresence Group Series 6.2.2.8 Release Notes</p> <p>This document provides release notes for Polycom RealPresence Group Series system software version 6.2.2.8, detailing new features, resolved issues, known issues, hardware and software requirements, and interoperability information.</p>



[Polycom Trio 8500 Conference Telephone Quick Start Guide - Features and Operation](#)

A quick start guide for the Polycom Trio 8500 Conference Telephone, covering features like placing calls, answering, conference calls, call forwarding, transfer, voicemail, and more. Learn to use your Polycom Trio 8500 effectively.