

Voyager 4300 UC Series

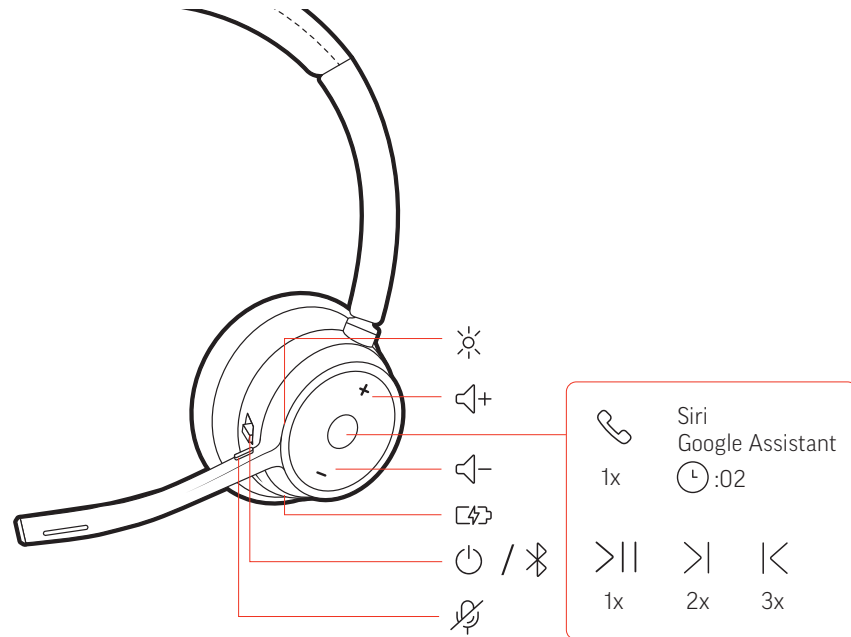
Bluetooth headset and USB adapter

DRAFT User Guide

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Headset overview



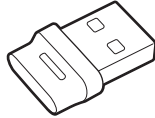
☀	LEDs/Online indicator
🔊+	Volume up
☎ / 🗣	Call button/Press to interact with Microsoft Teams (app required)
Siri®, Google Assistant™	Smartphone feature: Default voice assistant
▶	Play/pause**
▶	Next track**
◀	Previous track**
🔊-	Volume down
🔌	Charge port
🔌	Power
📶	Bluetooth® pairing
🔇	Mute/unmute

NOTE **Functionality varies by application. May not function with web-based apps.

Be safe

Please read the safety guide for important safety, charging, battery and regulatory information before using your new headset.

USB Bluetooth adapter



Your high-fidelity Bluetooth USB adapter comes pre-paired to your Poly device. Plug it into your computer to connect to computer audio.

NOTE Adapter design may vary

Standard LEDs

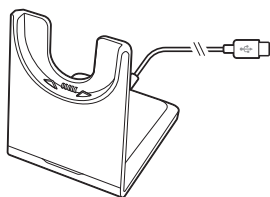
USB LEDs	What they mean
Flashing red and blue	Pairing
Solid blue	Headset connected
Flashing blue	On a call
Solid red	Mute active
Flashing purple	Streaming media from computer

LEDs when Microsoft Teams* is detected

USB LEDs	What they mean
Flashing red and blue	Pairing
Solid purple	Microsoft Teams connected
Flashing blue	On a call
Solid red	Mute active
Pulsing purple	Microsoft Teams notification

NOTE *Requires Microsoft Teams desktop application

Charge stand (charge stand model only)



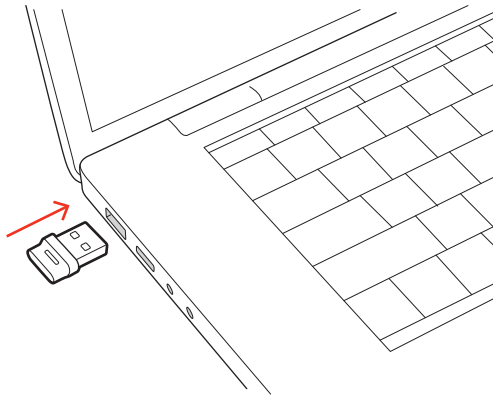
NOTE The charge stand plugs into a computer or wall charger's USB port.

Connect and pair

Connect to PC

Your Bluetooth USB adapter comes pre-paired to your headset.

- 1 Turn on your headset and insert the Bluetooth USB adapter into your laptop or PC.



- 2 The USB adapter LED flashes and then turns solid to indicate the headset is connected to the USB adapter. If you are wearing your headset you hear "PC connected" to indicate the connection has been established. When on a call, the LED on the USB adapter flashes blue. When not on a call the LED is solid.
- 3 Load Poly Lens Desktop App by visiting poly.com/lens. This allows you to customize your headset behavior through advanced settings and options.

Configure USB adapter

Your high-fidelity Bluetooth USB adapter comes ready to take calls. If you want to listen to music, you will need to configure your Bluetooth USB adapter.

Windows

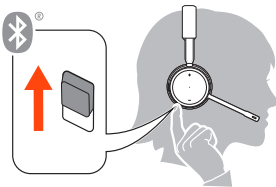
- 1 To configure your Bluetooth USB adapter to play music, go to **Start menu > Control Panel > Sound > Playback tab**. Select **Poly BT700**, set it as the Default Device and click OK.
- 2 To pause music when you place or receive calls, go to **Start menu > Control Panel > Sound > Communications tab** and select the desired parameter.

Mac

- 1 To configure the Bluetooth USB adapter, go to **Apple menu > System Preferences > Sound**. On both the Input and Output tabs, select **Poly BT700**.

Pair to mobile device

- 1 To put your headset in pair mode, slide and hold the Power \odot switch away from the off position until you hear "pairing" and the headset LEDs flash red and blue.



- 2 Activate Bluetooth on your phone and set it to search for new devices.
 - **iPhone Settings > Bluetooth > On***
 - **Android Settings > Bluetooth On > Scan for devices***

NOTE *Menus may vary by device.

- 3 Select "Poly V43XX Series."

Once successfully paired, you hear "pairing successful" and the headset LEDs stop flashing.


NOTE Your headset can pair with up to 8 devices but only maintain 2 connections simultaneously; this includes the base.

Pair USB adapter again

Typically, your USB adapter is pre-paired to your headset. In the event that your adapter is disconnected or bought separately, you will need to pair the adapter to your headset.

- 1 Insert the high-fidelity Bluetooth USB adapter into your laptop or computer and wait for your computer to recognize it.
- 2 Put your headset in pair mode.
- 3 Put your Bluetooth USB adapter into pair mode by selecting "Pair" in Poly Lens App. Your adapter flashes red and blue.
Pairing is successful when you hear "pairing successful" and "PC connected" and the Bluetooth USB adapter LED is solid.

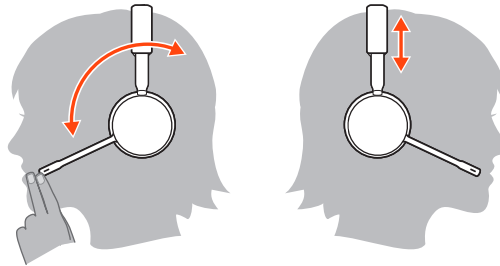
Pair mode

Slide and hold the headset Power  switch away from the off position until the LEDs flash red and blue.

Fit and charge

Wear on the right or left

- To position the microphone on the right or left side, rotate the microphone boom up and over. Bend the boom so it is approximately 2 finger widths from the corner of your mouth.
NOTE Your headset senses when you change the microphone boom from one side to the other and syncs the audio specific to each side.
- Gently flex the headband wider if the fit is uncomfortable on your ears.



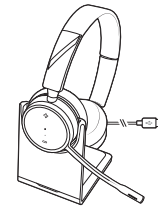
Charge

Charge your headset using the micro USB cable or the charge stand (sold separately). The headset LEDs flash when charging. It takes approximately 90 minutes to fully charge your headset. The LEDs turn off once charging is complete.

NOTE The micro USB cable and charge stand (sold separately) plug into a computer or wall charger's USB port.



Micro USB cable



Charge stand (sold separately)

Check headset battery status

There are 3 ways to check the headset battery status. Choose:

- Plantronics Hub for iOS/Android: check the home screen
- Plantronics Hub for Windows/Mac: click on the Plantronics Hub headset icon in the system tray or menu bar to view battery status
- Slide and release the Power $\text{\textcircled{P}}$ switch away from the off position. Listen to the voice alert or observe the headset LEDs.



Headset LED behavior while charging

Off Charging complete

○○○ Battery high

○○ Battery medium

● Battery low

✖ Battery critical

TIP *To reset the accuracy of the talk time alert, deplete the headset battery then charge fully.*

Load software

Customize your device behavior through advanced settings and options with Poly Lens App.
Download: poly.com/lens.

Update firmware

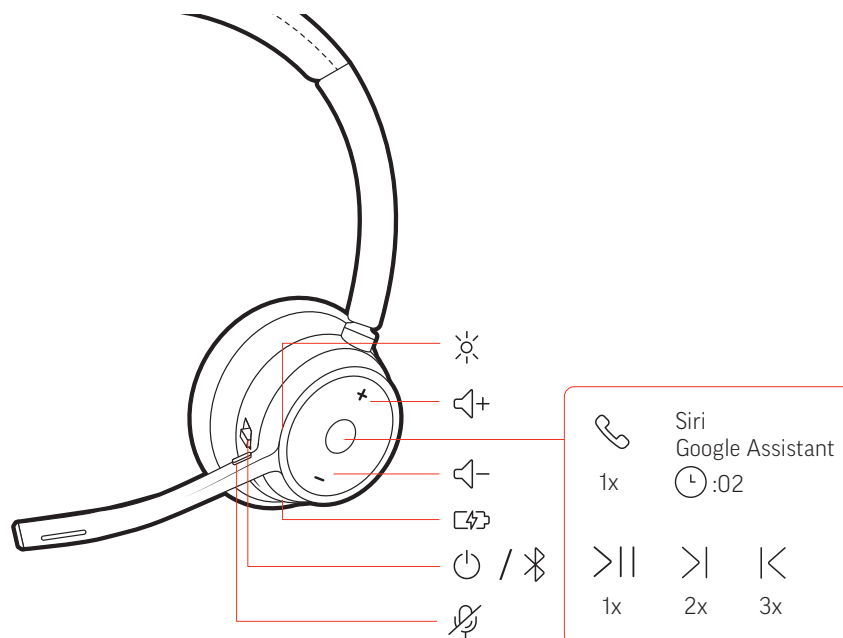
Keep your firmware up-to-date to improve performance and add new features to your Poly device.

Update your firmware using your computer with Poly Lens App. Download at poly.com/lens.

While updating firmware:

- Do not use your Poly device until the update is complete.
- Disconnect your Poly device from paired devices such as phones, tablets and computers.
- Do not start a second update from a second device.
- Do not stream media.
- Do not answer or place a call.

The basics



Power on/off

Slide the switch  to power on or off.

Adjust the volume


Tap the Volume up (+) or down (-) button.

Adjust headset microphone volume (softphone)



Place a test softphone call and adjust softphone volume and PC sound volume accordingly.

Make/Take/End Calls

Answer or end a call

Tap the Call  button.



Answer a second call

First, tap the Call button  to end current call, then tap the Call button  again to answer new call.

Mute

While on an active call, tap the red Mute  button.

Hold a call

Double-tap the Call  button to put a call on hold. Tap the Call  button again to answer an incoming call.

NOTE Up to 2 calls can be put on hold.

Switch between calls (flash)

Double-tap the Call  button to switch between calls.

NOTE Flash functionality works only between calls of the same type. Flash does not work between mobile and softphone calls.


Call back last call (smartphone)

To dial your last number you dialed, double-tap the Call  button.


Answer calls from a second device


It's easy to answer calls from two devices (including softphone).

When on a call, you hear a ringtone notification of the incoming call from the second paired device.

To answer a second call from the other device, first tap the Call  button to end the current call and tap the Call button again to answer the new call. If you choose to not answer the second call, it will go to voicemail.


Launch Microsoft Teams (Teams model only)

Tap your headset Teams  button to quickly open and use the Microsoft Teams desktop app.

- When not on a call, tap your Teams  button to view Microsoft Teams app on your computer.
- When your connected USB adapter LED pulses purple, tap your Teams button to view Teams notifications.



NOTE *Teams model and Teams desktop application required. Teams mobile application is not supported.*

Play or pause audio

Tap the Call  button to pause or resume streaming audio.



NOTE *Functionality varies by application. May not function with web-based apps.*

Track selection

Double-tap the Call  button to skip to the next track or triple-tap the Call  button to play the previous track.

NOTE *Functionality varies by application. May not function with web-based apps.*

Fast forward/rewind

Double-tap and hold the Call  button to fast-forward. Triple-tap and hold the Call  button to rewind.


NOTE *Functionality varies by application. May not function with web-based apps.*

Voice assistant

Siri, Google Assistant™, Cortana Press and hold the Call button for 2 seconds to activate your phone's default voice assistant. Wait for the phone prompt to activate voice dialing, search, and other smartphone voice controls.

More Features

Select language You can wirelessly change your headset language using Poly Lens App. Download: poly.com/lens.

DeepSleep Mode If you leave your headphones powered on but out of range of your paired phone or USB adapter for more than 7 days, your headset conserves its battery power by entering into DeepSleep mode. Once back in range with your phone or USB adapter, press the Call control  button to exit DeepSleep mode.

Online indicator Your headset LED illuminates red to inform others that you are on a call. Manage settings in Poly Lens App.

Corded mode (audio over USB) If your audio is cutting out during softphone calls, you may be experiencing Bluetooth density problems. Improve audio performance by using density-friendly corded mode.

- 1 Disconnect your Bluetooth USB adapter from your computer
- 2 Connect your headset directly to your computer with the provided 1.5 m USB cable
- 3 Power off your headset to use density-friendly corded mode

NOTE *Your headset battery charges while in corded mode.*

Support

NEED MORE HELP?

poly.com/support

Manufacturer:

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Santa Cruz, CA 95060	2132 LR Hoofddorp
United States	Netherlands

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Model ID: Headset: V4310/V4310-M/V4320/V4320-M, Adapter: BT700/BT700C, Charge Stand: CB4300. System: Poly Voyager 4300 UC Series has a V4310/V4310-M/V4320/V4320-M headset, a BT700/BT700C adapter and may include a CB4300 charge stand.

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