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First-time setup

**Important:** Your speakerphone is shipped from the factory in a Deepsleep mode to conserve battery. Activate your speakerphone by connecting the USB cable to a power source before first use.

1. Connect speakerphone USB cable to a wall charger or computer. When your speakerphone is activated, the LED bar lights up.

2. Connect or pair your speakerphone to take calls or stream media.
A portable speakerphone with mobile and corded connectivity.

<table>
<thead>
<tr>
<th>Control</th>
<th>Function</th>
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<tr>
<td>Bluetooth pairing</td>
<td>Bluetooth pairing</td>
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<tr>
<td>Press to interact with Microsoft Teams (Teams model only, desktop application required)</td>
<td>Press to interact with Microsoft Teams (Teams model only, desktop application required)</td>
</tr>
<tr>
<td>Volume down</td>
<td>Volume down</td>
</tr>
<tr>
<td>Mute/unmute</td>
<td>Mute/unmute</td>
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<td>Volume up</td>
<td>Volume up</td>
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<tr>
<td>Call</td>
<td>Call</td>
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<td>Siri, Google Assistant</td>
<td>Default voice assistant (mobile feature)</td>
</tr>
<tr>
<td>Power on/off</td>
<td>Power on/off</td>
</tr>
<tr>
<td>USB phone charge port</td>
<td>USB phone charge port</td>
</tr>
<tr>
<td>Link 2 speakerphones (mobile feature)</td>
<td>Link 2 speakerphones (mobile feature)</td>
</tr>
</tbody>
</table>

**NOTE** Play/pause feature may not function with web-based apps
### LEDs

<table>
<thead>
<tr>
<th>LED bar</th>
<th>What lights mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossing blue pattern</td>
<td>Pairing mode</td>
</tr>
<tr>
<td>Solid blue</td>
<td>Pairing successful (connected)</td>
</tr>
<tr>
<td>Flashing green</td>
<td>Incoming call</td>
</tr>
<tr>
<td>Solid green</td>
<td>In a call</td>
</tr>
<tr>
<td>Solid red</td>
<td>Mute active</td>
</tr>
<tr>
<td>Crossing white pattern</td>
<td>Linking mode (daisy chain audio)</td>
</tr>
<tr>
<td>2 white blinks</td>
<td>Linking successful</td>
</tr>
</tbody>
</table>

**NOTE** LEDs do not illuminate in standby mode.

### Be safe

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

### USB Bluetooth adapter

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

**NOTE** Adapter’s USB connection and design may vary, but function is the same.

### Standard LEDs

<table>
<thead>
<tr>
<th>USB LEDs</th>
<th>What they mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashing red and blue</td>
<td>Pairing</td>
</tr>
<tr>
<td>Solid blue</td>
<td>Device connected</td>
</tr>
<tr>
<td>Flashing blue</td>
<td>On a call</td>
</tr>
<tr>
<td>Solid red</td>
<td>Mute active</td>
</tr>
<tr>
<td>Flashing purple</td>
<td>Streaming media from computer</td>
</tr>
</tbody>
</table>
### LEDs when Microsoft Teams* is detected

<table>
<thead>
<tr>
<th>USB LEDs</th>
<th>What they mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashing red and blue</td>
<td>Pairing</td>
</tr>
<tr>
<td>Solid purple</td>
<td>Microsoft Teams connected</td>
</tr>
<tr>
<td>Flashing blue</td>
<td>On a call</td>
</tr>
<tr>
<td>Solid red</td>
<td>Mute active</td>
</tr>
<tr>
<td>Pulsing purple</td>
<td>Microsoft Teams notification</td>
</tr>
</tbody>
</table>

**NOTE**  * Requires Microsoft Teams desktop application.*
Setup

Corded setup
Connect the USB cable from the speakerphone to the USB port on your computer.

NOTE In corded mode, the speakerphone powers on without using the Power button.

Mobile setup

1. With your speakerphone powered on, press the Bluetooth button for 2 seconds. You hear "pairing" and the LED flashes a crossing blue pattern.

2. Activate Bluetooth on your mobile device and set it to search new devices. Select "Poly Sync 40."

3. Pairing is successful when you hear "pairing successful" and the LED flashes blue.

Secure Connection (mobile)
The Secure Connection feature provides extra security for Bluetooth calls in a conference room.

When enabled, your paired device disconnects after each mobile call, ensuring that device audio does not play through the speakerphone when not intended. Manage in Poly Lens Desktop App.

NOTE Enabling Secure Connection disconnects previously paired devices.

1. With your speakerphone powered on and Secure Connection enabled in Poly Lens Desktop App, press the Bluetooth button for 2 seconds. You hear “pairing” and the LED flashes a crossing blue pattern.

2. Activate Bluetooth on your device and set it to search new devices. Select "Poly Sync 40."

3. Pairing is successful when you hear "pairing successful" and the LED flashes blue.
4 Make or take a mobile call or play music via Bluetooth.
5 After the end of a call, continue the mobile connection by pressing any button within 30 seconds. When no action is taken, the mobile connection ends and the Bluetooth button is no longer illuminated.

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

1 Power on your speakerphone and insert the Bluetooth USB adapter into your computer.

2 The USB adapter LED flashes and then turns solid to indicate the speakerphone is connected to the USB adapter. 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.

**NOTE** Adapter design may vary.

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* or *Plantronics BT600*, 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* or *Plantronics BT600*.

Typically, your USB adapter is pre-paired to your Poly audio device. In the event that your adapter is disconnected or bought separately, you will need to pair the adapter to your Poly device. The adapter pairing method depends on which USB adapter you use.

**Pair BT700 USB adapter again**
Your USB adapter requires Poly Lens Desktop App to pair to a Poly audio device. Download: poly.com/lens.
1 Insert the high-fidelity Bluetooth USB adapter into your laptop or computer and wait for your computer to recognize it.

2 Put your Poly audio device in pair mode.

3 Launch Poly Lens Desktop App and navigate to Poly BT700.

4 Put your Bluetooth USB adapter into pair mode by selecting "Pair new device" on the adapter’s main page or overflow menu. 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.

**NOTE** To pair again using Plantronics Hub Desktop App, navigate to the app’s Poly BT700 general settings and select "Pair."

**Pair BT600 USB adapter again**

1 Insert the high-fidelity Bluetooth USB adapter into your laptop or computer and wait for your computer to recognize it.

2 Put your Poly audio device in pair mode.

3 Put your Bluetooth USB adapter into pair mode by pressing and holding the recessed pair button with a pen or paperclip until the Bluetooth USB adapter flashes red and blue.

**NOTE** Adapter design varies by USB connection.

Pairing is successful when you hear "pairing successful" and "PC connected" and the Bluetooth USB adapter LED is solid.
**Charge**

**Check battery status**  
To check battery status:
- With speakerphone inactive, tap the Power button to hear battery status
- With speakerphone inactive, tap any button to view the LED bar

<table>
<thead>
<tr>
<th>Battery status LEDs</th>
<th>Battery status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid white long bar</td>
<td>Battery full</td>
</tr>
<tr>
<td>Solid white medium bar</td>
<td>Battery high</td>
</tr>
<tr>
<td>Solid white short bar</td>
<td>Battery medium</td>
</tr>
<tr>
<td>Solid red</td>
<td>Battery low</td>
</tr>
<tr>
<td>Red flashes</td>
<td>Battery critical</td>
</tr>
</tbody>
</table>

**NOTE**  
LEDs do not illuminate in standby mode.

**Charge**  
Charge the speakerphone via USB using your computer or a wall charger (not provided). The LED bar pulses while charging and turns solid white when fully charged. Allow 5 hours for a full charge.

**NOTE**  
For faster charging, connect to a wall charger or to your computer’s quick-charge USB port, if available.

**NOTE**  
Your speakerphone has a combined USB-A and USB-C cable for easy connection to either type of port.

**Charge your mobile phone**  
With the speakerphone powered on, charge your phone by connecting your phone’s charge cable to the speakerphone USB-A port (cable not provided).

**NOTE**  
Speakerphone battery level must be medium or higher.

**NOTE**  
Connection provides power only.
Load software

Customize your device behavior through advanced settings and options with Poly Lens Desktop App. Some softphones require the installation of Poly software to enable device call control (answer/end and mute) functionality. Download: poly.com/lens.

**NOTE** Device settings are also available in Plantronics Hub Desktop App.

**Update your Poly device**

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

Daily Use

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power</strong></td>
<td>Press the Power button for 2 seconds to power on or off. The LED bar illuminates when powered on.</td>
</tr>
<tr>
<td><strong>Answer or end a call</strong></td>
<td>Press the Call button to answer or end a call.</td>
</tr>
<tr>
<td><strong>Mute/Unmute</strong></td>
<td>During an active call, press the Mute button to mute or unmute the microphones. Manage mute settings in Poly Lens Desktop App.</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td>Press the Volume up (+) or down (-) buttons to increase or decrease volume.</td>
</tr>
<tr>
<td><strong>Adjust speakerphone microphone volume</strong></td>
<td>Place a test softphone call and adjust softphone volume and PC sound volume accordingly.</td>
</tr>
<tr>
<td><strong>Voice assistant (smartphone feature)</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **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. |
| **Customize your speakerphone**  | Customize your Rocket button feature in Poly Lens Desktop App. Play/pause media is the default feature when you tap the Rocket button.  
  **Choose from:**  
  - Play/pause audio (default)  
  - Device status check  
  - Clear trusted device list  
  - **Mobile calls only**: Default voice assistant (Siri, Google Assistant)  
  - Redial  
  - Hold/resume call (varies by softphone) |
Use two Poly Sync speakerphones with your computer or mobile device.

NOTE You may link Sync 40 and Sync 60 speakerphones. Ensure that each speakerphone is updated to the latest device software release in Poly Lens Desktop App.

NOTE The primary device settings are used when speakerphones are daisy-chained. The speakerphone paired or connected to your computer or mobile phone is your primary device.

1 Pair or connect one speakerphone to your PC or mobile device. See Corded setup, Mobile setup or USB adapter setup.

2 Wirelessly link speakerphones by pressing both Link buttons for 2 seconds. You hear "connecting" and the LEDs pulse white. Linking is successful when you hear "connection successful" and the LED flashes white on both speakerphones. 
   NOTE Enter linking mode only when both speakerphones are inactive (not in a call or streaming media).

3 Control the system from either speakerphone to play audio or make calls.

4 End linking mode by pressing both Link buttons for 2 seconds. You hear "device disconnected."
   NOTE The primary device settings are used when speakerphones are daisy-chained. The speakerphone paired or connected to your computer or mobile phone is your primary device.

Manage daisy chain audio settings in Poly Lens Desktop App. Select an audio output: Party (default) or Stereo.

NOTE In Stereo mode, the primary device has the right channel audio and the secondary device has the left channel audio.
When I attempt to use my speakerphone for the first time, it does not power on. | Your speakerphone is shipped from the factory in a Deepsleep mode to conserve battery. Activate your speakerphone by connecting the USB cable to a power source before first use.

My speakerphone doesn’t charge as quickly as expected. | For faster charging, connect the USB cable to a wall charger or to your computer’s quick-charge USB port, if available.

(Teams model only) How do I interact with Microsoft Teams? | • Tap the Teams button to quickly open and use Microsoft Teams.
• Teams model is compatible with Microsoft Teams desktop app. Teams mobile app is not supported.

Is stereo sound available when two speakerphones are wirelessly linked? | Yes, in Poly Lens App, go to Settings > General > Daisy chain audio and select Stereo. For more information, see Linked speakerphone audio settings. Download app: poly.com/lens.

How do I use the Secure Connection feature with my mobile phone? | The Secure Connection feature provides extra security for Bluetooth calls in a conference room.
• Activate feature in Poly Lens Desktop App.
• Automatically disconnects speakerphone from paired mobile device after a call.
• Continue the mobile connection by pressing any button within 30 seconds after the end of a call.

• See Customize your speakerphone.
What's in the box

Contents may vary by product.

Speakerphone with combined USB-A and USB-C cable

Bluetooth USB Adapter (Poly Sync 40+ only; Design may vary)

Quick start guide