



Quick Tips for Using Bluetooth with Poly Edge E Series Phones

3725-47530-001A | Poly Voice OS Software 8.1.0 and later | March 2023

These Quick Tips apply to Poly Edge E Series Phones.

For more information, see the *Poly Edge E Series Phones User Guide* at [Poly Support](#).

Pair and Connect a Device

Connect a mobile device via Bluetooth to manage your contacts and place calls using your phone's microphone and speaker.

Enable Bluetooth

To enable Bluetooth:


- 1 Do one of the following:
 - Go to **Menu > Bluetooth**.
 - Go to **Settings > Basic > Bluetooth Settings**.
- 2 Select **Bluetooth**.
- 3 Select **On**.

Pair a Bluetooth Device

To pair a Bluetooth device:

- 1 Do one of the following:
 - Go to **Menu > Bluetooth**.
 - Go to **Settings > Basic > Bluetooth Settings**.
- 2 Select **Manage Devices**.
- 3 Select **Scan**.
- 4 Select your device from the list.
- 5 Select **Pair**.

- 6 If required for your device, do the following:
 - a Verify that the Bluetooth pairing code matches between your phone and your device.
 - b Select **Pair** on your device.
- 7 Select **Accept** on your phone.

On the home screen, the **Bluetooth headset connected** icon  displays in the status bar.
- 8 (Optional) If your phone doesn't automatically connect to the Bluetooth device, select **Connect** on your phone.

Pair an Android Device Using NFC

To pair an android device using NFC:

- 1 Enable NFC on your mobile phone.
- 2 On your phone, enable Bluetooth and make it discoverable.
- 3 Tap and hold your device for two seconds to the center of the display on your phone.
- 4 Accept the pairing requests on your device and on your phone.

Your phone displays a message your phone and mobile phone are paired.

Fast Pair a Headset

The Poly Fast Pair feature enables you to quickly pair a supported Bluetooth headset to a supported phone.

The following headsets support Poly Fast Pair:

- Poly Voyager Focus 2
- Poly Voyager 4320
- Poly Voyager Free 60


The following Edge E Series phones support Poly Fast Pair:

- Edge E220
- Edge E320
- Edge E350
- Edge E450
- Edge E550

To fast pair a headset:

- 1 Put your headset in pairing mode and place it within 0.91 m (3 ft) of your phone.
- 2 Select **Connect**.

The phone displays a confirmation screen with an image of the headset and a battery status indicator.
- 3 Select **Done**.

On the home screen, the **Bluetooth headset connected** icon  displays in the status bar.

Cancel Poly Fast Pair

To cancel Poly Fast Pair:

- 1 Do one of the following:
 - Select **Dismiss** on the headset detection screen.
 - Select **Cancel** on the **Connecting** screen.
- 2 Select **OK** or select **Back** to return to the headset detection screen.

Accessing and Syncing Contacts

Access and sync your contacts using Bluetooth.

Note the following:

- If you disconnect your mobile phone, the **Mobile Contacts** directory automatically resyncs and updates when the phone is reconnected.
- The **Mobile Contacts** directory is read-only. You can't create or edit a mobile contact from your desk phone.
- When your mobile phone is disconnected, you can't view or access your mobile contacts.

Sync Contacts Using Bluetooth

Connect and sync your contacts for the first time.

To sync contacts using Bluetooth:

- 1 Pair and connect your mobile phone with your desk phone.
A popup asks if you want to import your contacts.
- 2 On the **Home** screen, select **Directories**.
- 3 In the **Directories** list, select **Mobile Contact > Sync**.

- 4 When prompted, give permission on both devices to sync your mobile contacts with your desk phone.
- 5 On the **Mobile Contacts** screen, select **Contacts**, **Favorites**, or both.
Your mobile contacts sync to your desk phone.

Resync Mobile Contacts

Resync your mobile contacts after the mobile device disconnects and reconnects.

To resync mobile contacts:

- 1 When prompted by the **Mobile Contacts** window, select **Yes** to reconnect.
- 2 On the **Mobile Contacts** screen, select **Contacts**, **Favorites**, or both.
- 3 In the **Syncing Contacts** window, select **OK**.

Access Mobile Contacts

To access mobile contacts:

- 1 On the **Home** screen, select **Directories**.
- 2 In the **Directories** list, select **Mobile Contacts**.
- 3 Search for the required contact.

Add a Mobile Contact as a Speed Dial (Favorite)

You can use a mobile contact as a speed dial. These contacts remain visible and accessible even when your mobile phone is disconnected.

To add a mobile contact as a speed dial:

- 1 Access the mobile contact.
- 2 Select **Edit**.
- 3 Select **Favorite Index**, then add a new number.

Delete Mobile Contacts and Speed Dials

To delete mobile contacts and speed dials:

- » Go to **Menu > Settings > Basic > Clear > Calls/Directory**.

Disconnect or Unpair a Connected Bluetooth Device

Disconnect or unpair a Bluetooth device when you no longer need to use it so it's no longer in the Bluetooth menu.

To disconnect or unpair a connected Bluetooth device:

- 1 Do one of the following:
 - Go to **Menu > Bluetooth**.
 - Go to **Settings > Basic > Bluetooth Settings**.
- 2 Select **Manage Devices**.
- 3 Select your connected device from the **Managed Devices** screen.
- 4 Select **Disconnect** or **Remove**.