

Plantronics 207326-01

Plantronics Savi 8220 Office Wireless DECT Headset User Manual

Model: 207326-01 | Brand: Plantronics

1. INTRODUCTION

Welcome to the user manual for your Plantronics Savi 8220 Office Wireless DECT Headset. This guide provides comprehensive instructions for setting up, operating, maintaining, and troubleshooting your device to ensure optimal performance and a seamless communication experience. The Savi 8220 is designed for professionals requiring versatile connectivity across PC/Mac, desk phones, and mobile devices.

Key Features

- **Multi-Device Connectivity:** Connects to PC/Mac via USB-A, desk phones via included cable, and smartphones via Bluetooth.
- **Optimized for Collaboration:** Certified for Microsoft Teams and compatible with other leading collaboration and voice platforms.
- **Superior Audio Performance:** Features a noise-canceling microphone to eliminate background noise and active noise cancellation (ANC) for focused listening.
- **Extended Roaming Range:** Enjoy freedom of movement with a roaming range of up to 180 meters (590 feet).
- **Long Battery Life:** Provides up to 13 hours of talk time on a single charge.
- **Comfortable Design:** Stereo over-the-head wearing style for all-day comfort.



Figure 1.1: Plantronics Savi 8220 Wireless DECT Stereo Headset System

2. WHAT'S IN THE BOX

Verify that all components are present in your package:

- Plantronics Savi 8220 Headset
- DECT Base Station
- USB-A Cable
- Desk Phone Interface Cable
- Power Adapter

3. SETUP

3.1 Initial Charging

1. Connect the power adapter to the DECT base station and plug it into a power outlet.
2. Place the headset onto the charging cradle of the base station.
3. Allow the headset to charge for at least 20 minutes before first use, or 4 hours for a full charge. The charging indicator light on the base will show charging status.

3.2 Connecting to Devices

3.2.1 Connecting to PC/Mac

1. Connect the USB-A cable from the DECT base station to an available USB port on your computer.
2. The computer will automatically detect and install the necessary drivers.
3. Ensure the Savi 8220 is selected as the default audio device in your computer's sound settings and communication applications (e.g., Microsoft Teams, Zoom).

3.2.2 Connecting to a Desk Phone

1. Refer to your desk phone's manual for specific instructions on connecting a headset.
2. Typically, connect the desk phone interface cable from the DECT base station to the headset port or handset port on your desk phone.
3. Adjust the compatibility switch on the base station if necessary to match your desk phone's audio settings.

3.2.3 Connecting to a Mobile Phone (Bluetooth)

1. On the DECT base station, press and hold the Bluetooth pairing button until the Bluetooth indicator light flashes blue.
2. On your mobile phone, go to Bluetooth settings and enable Bluetooth.
3. Select "Plantronics Savi 8220" from the list of available devices.
4. Once paired, the Bluetooth indicator light on the base will turn solid blue.

Certified & built for Microsoft Support



Figure 3.1: Headset on Charging Base, showing connectivity options

4. OPERATING INSTRUCTIONS

4.1 Basic Headset Controls

- **Call Button:** Press to answer or end a call.
- **Volume Wheel:** Rotate up or down to adjust listening volume.
- **Mute Button:** Press to mute or unmute the microphone.

- **ANC Switch:** Slide to activate or deactivate Active Noise Cancellation.

4.2 Active Noise Cancellation (ANC)

The Savi 8220 features Active Noise Cancellation (ANC) to reduce background noise for improved focus during calls. To activate ANC, slide the ANC switch located on the headset. When ANC is active, you will notice a significant reduction in ambient sounds.

Active noise-canceling mic to block out background noise



Figure 4.1: Active Noise-Canceling Microphone

4.3 Roaming Range

The DECT technology provides an extended roaming range of up to 180 meters (590 feet) from the base station. This allows you to move freely around your office or home while maintaining clear communication. Range may vary depending on environmental factors and obstacles.

4.4 Using the Plantronics Hub App

For advanced settings, firmware updates, and personalized configurations, download and install the Plantronics Hub application on your computer. The app allows you to customize audio settings, manage call control, and check battery status.

Plantronics Hub app for settings and updates



Figure 4.2: Plantronics Hub App for settings and updates

5. MAINTENANCE

5.1 Cleaning

- Gently wipe the headset and base station with a soft, dry, lint-free cloth.
- Do not use abrasive cleaners, solvents, or aerosol sprays.
- Keep charging contacts on the headset and base clean and free of debris.

5.2 Battery Care

- Charge the headset regularly to maintain battery health.
- Avoid fully discharging the battery frequently.
- Store the headset in a cool, dry place when not in use for extended periods.

6. TROUBLESHOOTING

If you encounter issues with your Plantronics Savi 8220 headset, refer to the following common solutions:

6.1 No Audio / Poor Sound Quality

- **Check Connections:** Ensure all cables (USB, desk phone) are securely connected to the base station and devices.
- **Verify Default Device:** On your computer, confirm that the Savi 8220 is selected as the default playback and recording device in your sound settings and communication applications.
- **Adjust Volume:** Increase the volume on the headset, computer, or desk phone.
- **Re-pair Bluetooth:** If connected via Bluetooth, try unpairing and re-pairing the headset with your mobile phone.
- **Check Roaming Range:** Ensure you are within the operational range of the base station.

6.2 Headset Not Charging

- **Power Connection:** Verify the base station's power adapter is securely plugged into a working outlet.
- **Headset Placement:** Ensure the headset is correctly seated on the charging cradle and making proper contact with the charging pins.
- **Clean Contacts:** Clean the charging contacts on both the headset and the base station with a dry cloth.

6.3 Microphone Not Working

- **Check Mute:** Ensure the microphone is not muted on the headset or in your communication application.
- **Microphone Position:** Adjust the microphone boom so it is close to your mouth.
- **Default Recording Device:** Confirm the Savi 8220 is selected as the default recording device in your computer's sound settings.

7. SPECIFICATIONS

Feature	Specification
Model Number	207326-01
Connectivity Technology	DECT 6.0, Bluetooth 4.2
Wearing Style	Over-the-head, Stereo
Talk Time	Up to 13 hours
Roaming Range	Up to 180 m (590 ft)
Noise Control	Active Noise Cancellation (ANC)
Microphone	Noise-canceling
Frequency Response (Headset)	20 Hz - 20 kHz

Item Weight	1.7 Pounds (approx.)
Product Dimensions	9.4 x 8.6 x 7.5 inches (approx.)

8. WARRANTY AND SUPPORT

8.1 Warranty Information

The Plantronics Savi 8220 Office Wireless DECT Headset comes with a 2-year global warranty. This warranty covers defects in materials and workmanship under normal use. Please retain your proof of purchase for warranty claims.

8.2 Customer Support

For further assistance, technical support, or warranty inquiries, please visit the official Plantronics (Poly) support website. You can find FAQs, troubleshooting guides, and contact information for customer service there.