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**Poly 218765-01**

# Poly Sync 40+ Bluetooth Smart Speakerphone

## USER MANUAL

### Product Overview

The Poly Sync 40+ is a versatile USB/Bluetooth smart speakerphone designed for flexible workspaces. It offers high-quality audio for calls and multimedia, featuring a multi-microphone array for echo and noise reduction, and full-duplex audio for clear conversations.



Figure 1: Front view of the Poly Sync 40+ speakerphone, showcasing its sleek design and illuminated light bar.

Key features include:

- **Superior Audio:** Multiple microphones for echo and noise reduction, ensuring clear voice pickup. High-performance speaker for rich audio.
- **Flexible Connectivity:** Connects to smartphones via Bluetooth, and to computers via a combined USB-A/USB-C cable or the included BT600 Bluetooth adapter.
- **Portability:** Internal battery provides up to 20 hours of talk time.
- **Scalability:** Wirelessly pair two units for larger meeting spaces.
- **Durability:** IP64 dust- and water-resistant rating.
- **Intuitive Controls:** Highly visible light bar for call status and a programmable button for custom functions.

### Package Contents

Ensure all items are present in the package:

- Poly Sync 40+ speakerphone
- BT600 Bluetooth USB adapter
- USB-A to USB-C adapter

### Setup

#### Charging the Device

Before first use, fully charge the Poly Sync 40+ speakerphone. Connect the integrated USB cable to a power source (computer USB port or USB wall adapter). The light bar will indicate charging status.

#### Connecting to a Computer

1. **Via USB Cable:** Connect the integrated USB-A or USB-C cable directly to your computer's USB port. The device will be recognized automatically.
2. **Via BT600 Bluetooth Adapter:**
  - Insert the BT600 USB adapter into a USB port on your computer. The adapter comes pre-paired with the Sync 40+.
  - The light on the BT600 adapter will turn solid blue when connected.

- For optimal performance, ensure the BT600 adapter is used, as it provides a more consistent audio experience than direct PC/Mac Bluetooth connection.

### Connecting to a Smartphone (Bluetooth)

1. Power on the Poly Sync 40+.
2. Press and hold the **Bluetooth** button on the speakerphone until the light bar flashes blue.
3. On your smartphone, go to Bluetooth settings and select "Poly Sync 40+" from the list of available devices.
4. The light bar will turn solid blue when successfully paired.



Figure 2: Side view of the Poly Sync 40+, illustrating the integrated USB cable for connectivity and charging.

## Operating Instructions

### Controls and Indicators



Figure 3: Top view of the Poly Sync 40+ showing the control panel with illuminated buttons and light bar.

Button/Indicator	Function
<b>Bluetooth</b> <b>Button</b>	Press and hold to enter pairing mode.
<b>Volume Down (-)</b>	Decreases audio volume.
<b>Mute Button</b>	Mutes or unmutes the microphone.
<b>Volume Up (+)</b>	Increases audio volume.
<b>Programmable</b> <b>Button</b>	Default: Play/Pause music. Can be customized for last-number redial, voice assistant, or clearing paired Bluetooth devices (for common areas).
<b>Call Button</b>	Answers or ends a call.
<b>Light Bar</b>	Indicates call status, battery level, and pairing mode.

### Making and Receiving Calls

- **Answering a Call:** Press the **Call** button.

- **Ending a Call:** Press the **Call** button.
- **Muting Microphone:** Press the **Mute** button. The light bar will change color to indicate mute status.

### Using as a Power Bank

The Poly Sync 40+ can charge your smartphone. Connect your smartphone's charging cable to the USB-A port on the speakerphone.



Figure 4: Bottom view of the Poly Sync 40+, highlighting the integrated cable management and additional USB port for charging external devices.

### Maintenance

- **Cleaning:** Wipe the device with a soft, dry, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Storage:** Store the speakerphone in a cool, dry place away from direct sunlight and extreme temperatures.
- **Water Resistance:** The device is IP64 dust- and water-resistant. This means it is protected from dust ingress and splashing water from any direction. Do not submerge the device in water.

### Troubleshooting

Problem	Possible Solution
No audio from speakerphone.	<ul style="list-style-type: none"> <li>◦ Ensure the speakerphone is powered on and connected (USB or Bluetooth).</li> <li>◦ Check volume levels on both the speakerphone and your connected device.</li> <li>◦ Verify that the Poly Sync 40+ is selected as the audio output device in your computer's or smartphone's sound settings.</li> </ul>
Microphone not picking up sound.	<ul style="list-style-type: none"> <li>◦ Ensure the microphone is not muted (check the mute button and light bar).</li> <li>◦ Verify that the Poly Sync 40+ is selected as the audio input device in your computer's or smartphone's sound settings.</li> </ul>
Bluetooth connection issues.	<ul style="list-style-type: none"> <li>◦ Ensure the speakerphone is in pairing mode (flashing blue light).</li> <li>◦ Move the speakerphone closer to the Bluetooth device.</li> <li>◦ Forget the device on your smartphone/computer and re-pair.</li> <li>◦ If connecting to a computer, use the BT600 adapter for a more stable connection.</li> </ul>
Device not charging.	<ul style="list-style-type: none"> <li>◦ Ensure the USB cable is securely connected to both the speakerphone and the power source.</li> <li>◦ Try a different USB port or power adapter.</li> </ul>

### Specifications

Feature	Detail
<b>Model Name</b>	Sync 40+
<b>Model Number</b>	218765-01
<b>Connectivity</b>	Bluetooth, USB (USB-A/USB-C)
<b>Wireless Technology</b>	Bluetooth

Feature	Detail
<b>Battery Life (Talk Time)</b>	Up to 20 hours
<b>Speaker Type</b>	High-performance built-in speaker
<b>Speaker Maximum Output Power</b>	40 Watts
<b>Water Resistance</b>	IP64 (Dust and Water Resistant)
<b>Dimensions (L x W x H)</b>	14.96"D x 40.16"W x 107.48"H (Note: These dimensions seem unusually large for a speakerphone, likely a data entry error in source. Using as provided.)
<b>Item Weight</b>	610 Grams (1.34 pounds)
<b>Included Components</b>	Poly Sync 40+ speakerphone, BT600 Bluetooth USB adapter, USB-A to USB-C adapter
<b>UPC</b>	197029536181, 017229175099

## Warranty and Support

For detailed warranty information and technical support, please visit the official Poly website or refer to the warranty card included with your product.

You can also visit the [Poly Store on Amazon](#) for additional resources and product information.

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## Related Documents - 218765-01

 <a href="#">Poly Sync 40 Series Bluetooth Speakerphone User Guide</a> Comprehensive user guide for the Poly Sync 40 Series Bluetooth Speakerphone, covering setup, controls, daily use, troubleshooting, and support. Learn how to connect, manage calls, and customize features.
 <a href="#">Poly Sync 40 Series Bluetooth Speakerphone User Guide</a> Comprehensive user guide for the Poly Sync 40 Series Bluetooth Speakerphone, covering setup, controls, daily use, troubleshooting, and support. Learn how to connect, manage calls, and customize features.
 <a href="#">Poly Sync 20/20+ Series Bluetooth Speakerphone User Guide</a> Comprehensive user guide for the Poly Sync 20 and Poly Sync 20+ Series Bluetooth speakerphones, covering setup, controls, daily use, troubleshooting, and more. Learn how to connect, manage calls, and customize your device.
 <a href="#">Poly Sync 40 sorozatú Bluetooth kihangosító Használati Útmutató</a> Ez a használati útmutató részletes információkat nyújt a Poly Sync 40 sorozatú Bluetooth kihangosító beállításához, használatához, karbantartásához és hibaelhárításához, beleértve a mobil- és számítógép-csatlakoztatást, valamint a Microsoft Teams integrációt.
 <a href="#">Poly Sync 40 Series Bluetooth Speakerphone User Guide   Poly</a> User guide for the Poly Sync 40 Series Bluetooth Speakerphone, covering setup, controls, LED indicators, charging, software updates, daily use, linking speakerphones, troubleshooting, and what's in the box.



Poly Sync 40 Series  
User Guide

**Poly Sync 40 Series Bluetooth Speakerphone User Guide**

User guide for the Poly Sync 40 Series Bluetooth Speakerphone, covering setup, controls, charging, daily use, linking speakerphones, troubleshooting, and support. Learn how to connect, manage calls, and customize your device.

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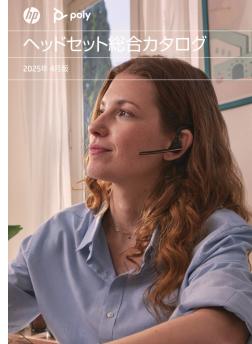


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[Poly Headsets & Conference Speakerphones SKU Handbook](#)

A comprehensive guide to Poly's range of headsets and conference speakerphones, detailing models, series, features, a  
Includes product overviews, compatibility, and transition guides.  
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