Logitech 981-001452

Logitech Zone 305 for Business Wireless Headset User Manual

Model: 981-001452

INTRODUCTION

The Logitech Zone 305 is a wireless Bluetooth headset designed for business professionals. It offers clear audio and reliable connectivity for calls and video meetings, certified for platforms like Google Meet, Google Voice, and Zoom. This manual provides essential information for setting up, operating, and maintaining your headset.

Image: The Logitech Zone 305 wireless headset shown alongside its retail packaging.

WHAT'S IN THE BOX

Verify that all components are present in the package:

- Logitech Zone 305 Wireless Headset
- USB-C Receiver
- USB-C to USB-A Adapter
- USB-C Charging Cable
- Travel Bag
- User Manual (this document)

In the box

Travel bag

USB-C receiver

USB-C to USB-A adapter

USB-C charging cable

Image: A visual representation of all items included in the Logitech Zone 305 product box, including the headset, cables, and travel bag.

SETUP

Charging the Headset

Before first use, fully charge your Zone 305 headset. Connect the USB-C charging cable to the headset's USB-C port and the other end to a power source (e.g., computer USB port, wall adapter). The LED indicator on the headset will show charging status.

Connecting via USB Receiver

1. Insert the USB-C receiver into an available USB-C port on your computer. If your computer only has USB-A ports, use the provided USB-C to USB-A adapter.
2. Power on your Zone 305 headset.
3. The headset should automatically connect to the receiver. A solid LED indicator on the headset confirms a successful connection.

Connecting via Bluetooth

1. Power on your Zone 305 headset.
2. Press and hold the Bluetooth pairing button on the headset until the LED indicator flashes rapidly, indicating pairing mode.
3. On your device (computer, smartphone, tablet), navigate to Bluetooth settings and select "Logitech Zone 305" from the list of available devices.
4. Once connected, the LED indicator on the headset will turn solid.

The headset can maintain a reliable connection to two devices simultaneously with a wireless range of up to 30 meters.

Image: The Logitech Zone 305 headset positioned on a wooden desk, illustrating its wireless capability next to a laptop.

OPERATING INSTRUCTIONS

Basic Controls

- **Power On/Off:** Press and hold the power button.
- **Volume Control:** Use the volume up (+) and volume down (-) buttons located on the earcup.
- **Play/Pause:** Press the multi-function button once.
- **Answer/End Call:** Press the multi-function button once during an incoming call or active call.
- **Reject Call:** Press and hold the multi-function button during an incoming call.

Microphone Usage

The Zone 305 features a flip-to-mute boom microphone with dual noise-canceling mics for clear voice capture.

- **Mute/Unmute:** Flip the microphone boom arm up to mute, and flip it down to unmute.
- **Positioning:** For optimal voice clarity, position the microphone approximately two fingers' width from your mouth.
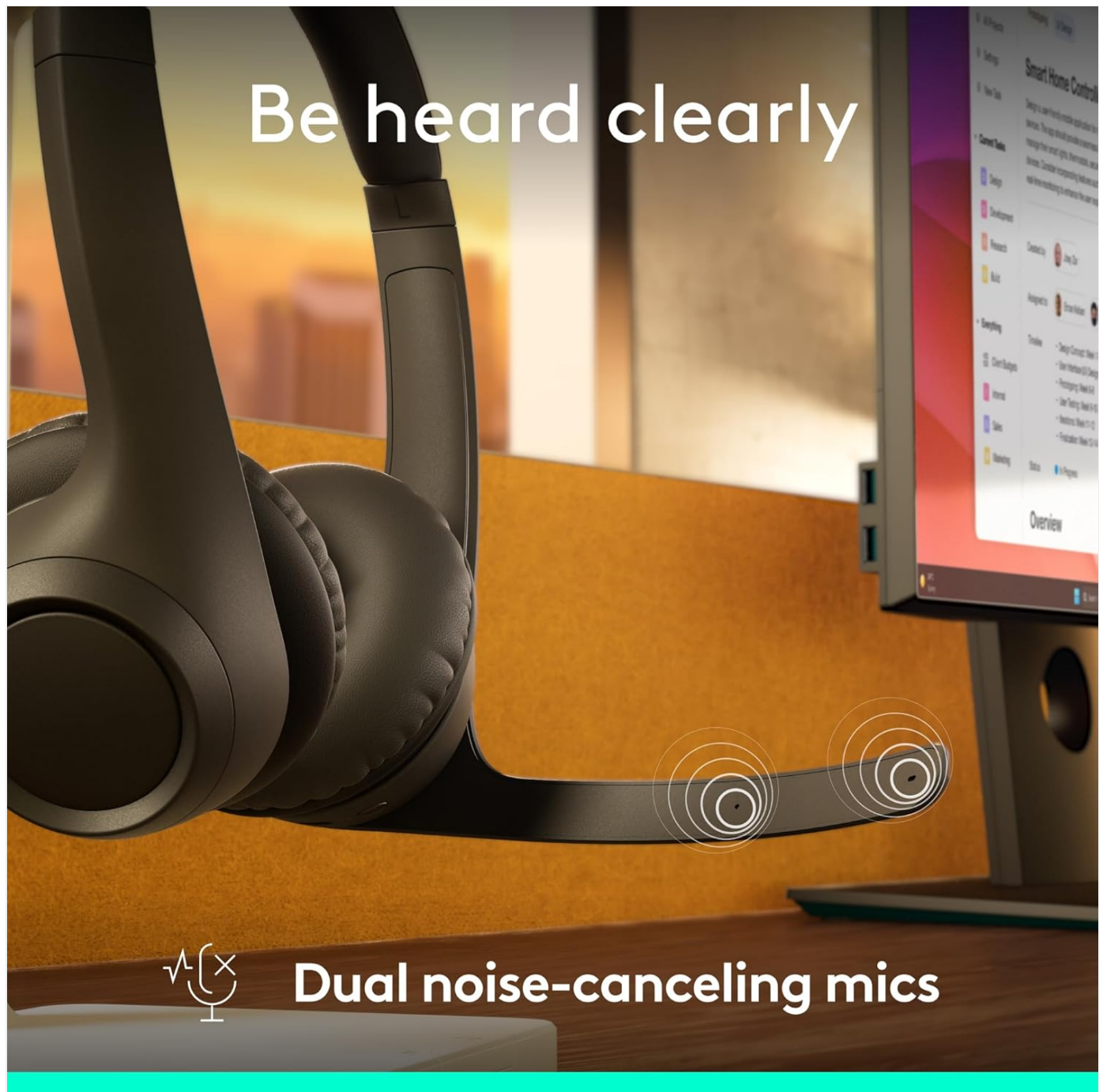

Image: A close-up view of the microphone boom on the Logitech Zone 305 headset, highlighting the dual noise-canceling microphone elements.

Compatibility and Certifications

The Zone 305 is certified for use with Google Meet, Google Voice, and Zoom, ensuring seamless integration and optimal performance with these communication platforms. It is also compatible with Windows, Mac, Chrome, Linux, iOS, iPadOS, and Android operating systems.
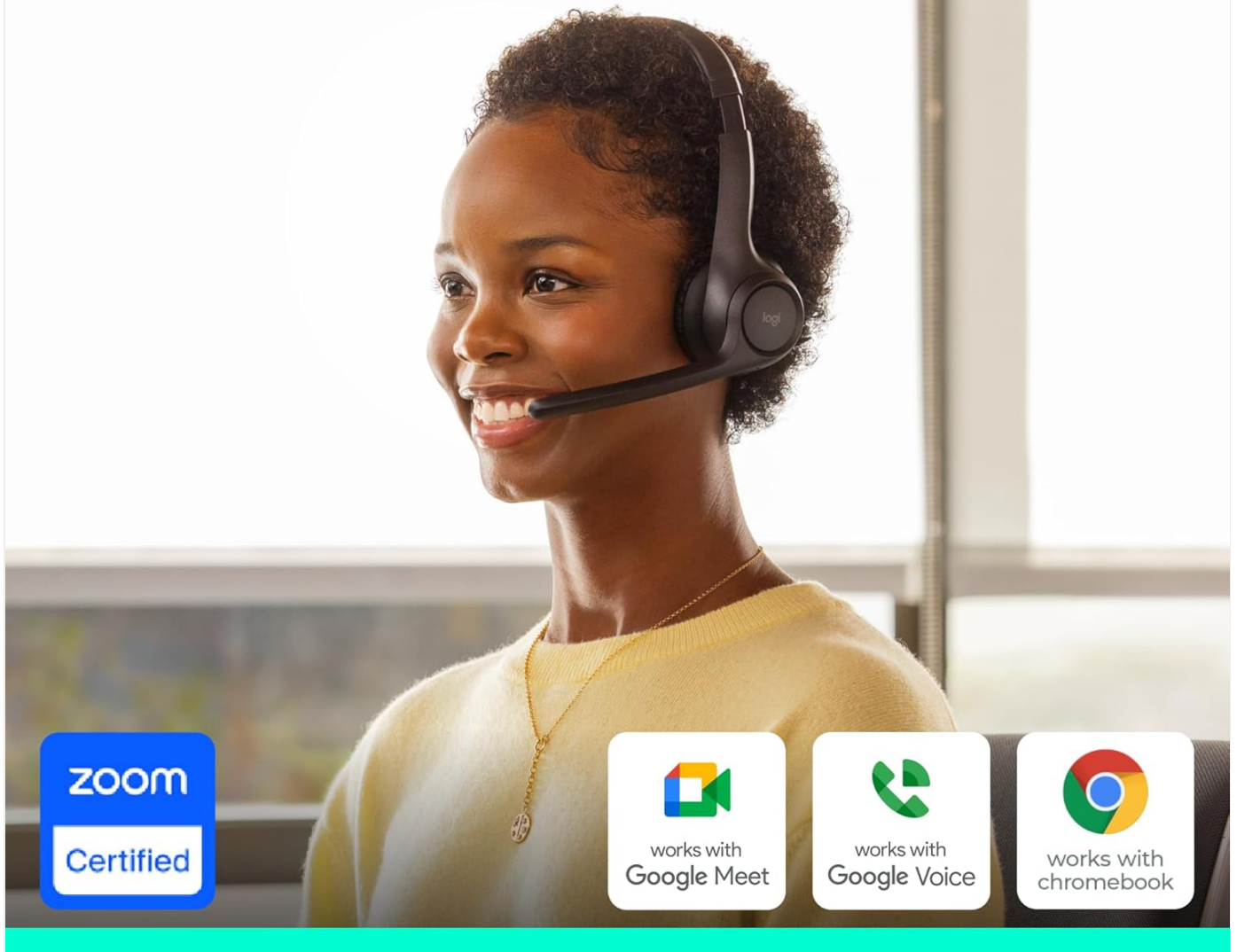
Image: A person wearing the Logitech Zone 305 headset, with logos indicating certification for Zoom, Google Meet, Google Voice, and Works With Chromebook.

MAINTENANCE

Cleaning

- Wipe the headset with a soft, damp cloth.
- Do not use abrasive cleaners or solvents.
- Ensure the USB-C charging port is free of dust and debris.

Earpad Replacement

The earpads on the Zone 305 are replaceable to extend the product's life. Contact Logitech support for replacement parts and instructions.

Storage

When not in use, store the headset in the provided travel bag to protect it from dust and damage.

Image: The Logitech Zone 305 headset resting on a minimalist white stand, demonstrating its lightweight design.

TROUBLESHOOTING

- **No Audio:**

    - Ensure the headset is powered on and connected to your device.
    - Check your device's volume settings and ensure the headset is selected as the audio output.
    - Verify the headset is not muted.

- **Microphone Not Working:**

    - Ensure the microphone boom is flipped down and not muted.
    - Check your device's sound settings to ensure the headset microphone is selected as the input device.
    - Restart your communication application (e.g., Zoom, Google Meet).

- **Connection Issues:**

  - Ensure the headset is within the 30-meter wireless range of your device.
  - Try re-pairing the headset via Bluetooth or re-inserting the USB receiver.
  - Ensure there are no strong interfering signals (e.g., other wireless devices) nearby.

- **Short Battery Life:**

  - Ensure the headset is fully charged before use. Battery life is up to 20 hours listening time and 16 hours talk time.
  - A 5-minute quick charge provides up to 1 hour of talk time.

SPECIFICATIONS

Feature	Detail
Model Name	Zone 305
Item Model Number	981-001452
Connectivity Technology	Wireless (Bluetooth)
Wireless Range	Up to 30 meters (100 feet)
Battery Life (Listening)	Up to 20 hours
Battery Life (Talk Time)	Up to 16 hours
Quick Charge	5 minutes charge for 1 hour talk time
Microphone Type	Dual noise-canceling mics on flip-to-mute boom
Weight	122 grams (4.3 ounces)
Material	Plastic (55% Post-Consumer Recycled Plastic)
Compatibility	Windows, Mac, Chrome, Linux, iOS, iPadOS, Android
Certifications	Google Meet, Google Voice, Zoom, Works With Chromebook

WARRANTY AND SUPPORT

Logitech products are designed for reliability and performance. For warranty information, please refer to the warranty card included with your product or visit the official Logitech support website.

For technical assistance, frequently asked questions, and driver downloads, please visit the Logitech Support Website.

You can also manage device usage and firmware updates via Logitech Sync.
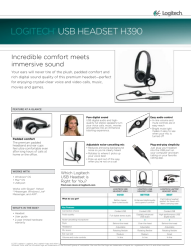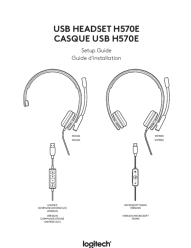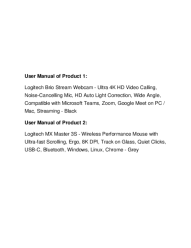
Image: Two individuals working in an office setting, one utilizing the Logitech Zone 305 headset, illustrating its use in a business environment and manageability with Logitech Sync.

Related Documents - 981-001452

	[Logitech Zone 305 Setup Guide: Enhance Your Audio Experience](#) Get started with the Logitech Zone 305 wireless headset. This setup guide covers pairing via USB-C and Bluetooth, comfort adjustments, call controls, and Logi Tune features for optimal business communication.
	[Logitech Zone Wireless 2 ES for Business Headset - Datasheet and Specifications](#) Comprehensive datasheet for the Logitech Zone Wireless 2 ES for Business headset. Features include adaptive hybrid ANC, premium microphones, extended comfort, and business certifications for Microsoft Teams, Zoom, and Google Meet. Includes detailed product specifications, connectivity options, battery life, and part numbers.
	[Logitech USB Headset H390: Comfortable, Clear Audio for Calls and Entertainment](#) Explore the Logitech USB Headset H390, featuring plush comfort, pure digital stereo sound, and an adjustable noise-cancelling microphone. Ideal for clear voice/video calls, music, and gaming, with easy USB plug-and-play setup and broad OS compatibility.
	[Häufig gestellte Fragen und Fehlerbehebung für den Logitech ERGO M575 Wireless Trackball](#) Umfassende FAQs und Anleitungen zur Fehlerbehebung für den Logitech ERGO M575 Wireless Trackball, einschließlich Kopplungsanweisungen für Windows, macOS, Chrome OS, Android und iOS/iPadOS.
	[Logitech H570e USB Headset Setup Guide](#) Setup guide for the Logitech H570e USB Headset, covering both Unified Communications (UC) and Microsoft Teams versions. Includes product overview, in-line controller functions, headset fit, microphone boom adjustment, sidetone and anti-startle protection, dimensions, system requirements, and technical specifications.
	**[Logitech Brio Stream Webcam & MX Master 3S Mouse User Manual	Setup & Features](#)** Comprehensive user manual for Logitech Brio Stream 4K Webcam and MX Master 3S Wireless Performance Mouse. Learn about setup, features, MagSpeed scrolling, Darkfield 8000 DPI sensor, Logitech Flow, and more for enhanced productivity.