



BT700

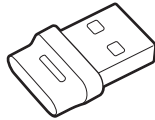
Bluetooth USB adapter

User Guide

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USB Bluetooth adapter



When paired to your Poly audio device and plugged into your computer, the Bluetooth adapter LEDs indicate your audio status.

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

Standard LEDs

USB LEDs	What they mean
Flashing red and blue	Pairing
Solid blue	Device connected
Flashing blue	On a call
Solid red	Mute active
Flashing purple	Streaming media from computer

LEDs when Microsoft Teams* is detected

USB LEDs	What they mean
Flashing red and blue	Pairing
Solid purple	Microsoft Teams connected
Flashing blue	On a call
Solid red	Mute active
Pulsing purple	Microsoft Teams notification

NOTE *Requires Microsoft Teams desktop application.

Pair your USB adapter

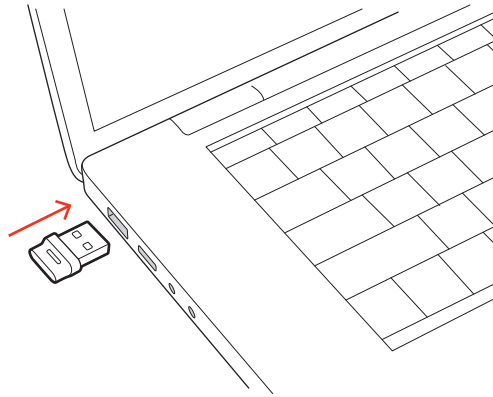
Typically, your high-fidelity Bluetooth USB adapter is pre-paired to your headset. In the event that your adapter is disconnected or bought separately, pair the adapter to your headset.

- 1 Insert the high-fidelity Bluetooth USB adapter into your laptop or computer and wait for your computer to recognize it.
- 2 Put your headset in pair mode (refer to your headset's user guide).
- 3 Put your Bluetooth USB adapter into pair mode by selecting "Pair" in Poly Lens Desktop App. Your adapter LED flashes red and blue.
Pairing is successful when you hear "pairing successful" and "PC connected" and the Bluetooth USB adapter LED is solid.

Connect to PC

Your Bluetooth USB adapter provides the best connection, softphone functionality and acoustic sound quality through your headset.

- 1 Turn on your headset and insert the Bluetooth USB adapter into your laptop or PC.



- 2 The USB adapter LED flashes and then turns solid to indicate the headset is connected to the USB adapter. If you are wearing your headset 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.
- 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 for streaming media

Your high-fidelity Bluetooth USB adapter comes ready to take calls. To stream media, configure your Bluetooth USB adapter.

Windows

- 1 To configure your Bluetooth USB adapter for streaming media in your PC, go to Start menu > Control Panel > Sound > Playback tab. Select Poly BT700 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 your Bluetooth USB adapter for streaming media on your Mac, go to System Preferences > Sound. On both the Input and Output tabs, select **Poly BT700**.

Load software

Download Poly Lens App to get the most out of your device. Some softphones require the installation of Poly software to enable device call control (answer/end and mute) functionality.

- Download Poly Lens Desktop App at poly.com/lens.
- Download Poly Lens Mobile App at poly.com/lens, the App Store or Google Play.



	Poly Lens Mobile App	Poly Lens Desktop App
Configure call control for softphones	available for some softphones	✓
Change headset language	✓	✓
Enable features	✓	✓
Battery meter	✓	✓
Update device firmware	✓	✓
Manage notifications and alerts	✓	✓
Schedule health and wellness reminders	✓	✓
View user guide	✓	✓
Find MyHeadset	✓	

Update your Poly device

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

Update your device using Poly Lens App. Download at poly.com/lens.

Support

NEED MORE HELP?

poly.com/support

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RMN (Regulatory Model Number): BT700, BT700C

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