



poly Sync 40 Series Speakerphone with USB Dongle User Guide

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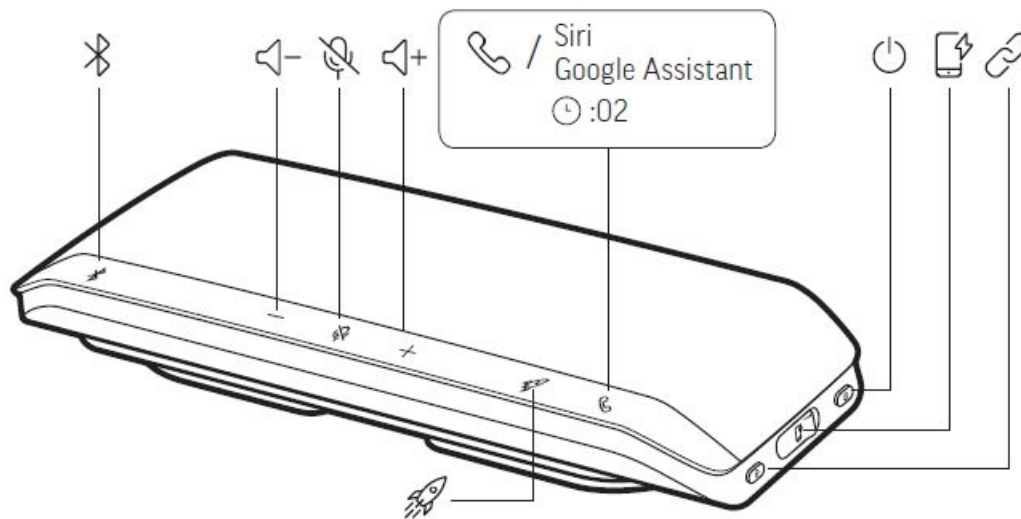
Poly Sync











poly Sync 40 Series Speakerphone with USB Dongle



Overview

A portable speakerphone with mobile and corded connectivity.



	Bluetooth pairing
 [not shown in draft image]	Press to interact with Microsoft Teams (Teams model only, app required)
	Volume down
	Mute/unmute
	Volume up
	Call
Siri, Google Assistant	Default voice assistant (smartphone feature)
	Power on/off
	USB phone charge port
	Link 2 speakerphones
	Customize feature in Plantronics Hub

Be safe

Please read the safety guide for important safety, charging, battery and regulatory information before using your new speakerphone.

LEDs

- LED bar
 - Crossing blue pattern
- What lights mean
Pairing

- | | |
|-----------------------------|--------------------------------|
| • Solid blue | Pairing successful (connected) |
| • Flashing green | Incoming call |
| • Solid green | In a call |
| • Solid red | Mute active |
| • Corded setup Mobile setup | Secure connection (pair) |

Setup

Connect the USB cable from the USB port on the speakerphone to the USB port on your computer.

- To pair your mobile device with your speakerphone, slide the Power switch towards the Bluetooth icon to the right for 2 You hear “pairing” and the LEDs pulse white.
- Activate Bluetooth on your phone and set it to search new devices, select “Poly Sync ”
- Pairing is successful when you hear “pairing successful” and the LED flashes
This feature provides extra security in a conference room setting. When enabled, a paired phone disconnects after each Bluetooth call, ensuring that the phone’s audio won’t continue to play through the speakerphone when not intended. Manage settings in Plantronics Hub.
- Turn on your speakerphone and press the Bluetooth button for 2 You hear “pairing” and the LEDs pulse white.
- Activate Bluetooth on your phone and set it to search new devices, select “Poly Sync ”
- Press the Bluetooth button
Pairing is successful when you hear “pairing successful” and the LED flashes blue

Charge

Check battery status Battery status LEDs

Charge your mobile phone

To check the battery status of your speakerphone, slide the power button to the right and release.

LED bar	Battery status
Solid white	Battery full
Solid white	Battery high
Solid white	Battery medium
Solid red	Battery low
Red flashes	Battery critical

Charge the speakerphone via USB using your computer or a USB AC adapter (not provided). The LED bar pulses while charging and turns off when fully charged. Allow 4 hours for a full charge. With the speakerphone powered on, charge your phone by connecting your phone’s charge cable to the speakerphone USB port (cable not provided).

Load software

NOTE Some softphones require the installation of Plantronics Hub for Windows and Mac to enable headset control (answer/end and mute) functionality.

- Download Plantronics Hub for Windows/Mac by visiting poly.com/software.
- Download Plantronics Hub for iOS/Android by visiting poly.com/software, the App Store or Google Play.

Manage your headset settings with your computer or mobile device with Plantronics Hub for Windows and Mac or Plantronics Hub for iOS and Android, respectively.

Plantronics Hub	iOS and Android	Windows and Mac
Call control for softphones	available for some softphones	X
Change headset language	X	X
Update firmware	X	X
Turn features on/off	X	X
View user guide	X	X
Battery meter	X	X
Find MyHeadset	X	

Daily Use

- **Power:** Press the Power button for 2 seconds to power on or off. The LED bar illuminates when powered on.
- **Answer or End a call:** A short press of the Call button answers or ends a call.
- **Mute/Unmute:** A short press of the Mute button mutes or unmutes the microphones.
- **Volume:** Press the up (+) or down (-) volume buttons for the desired volume.

Adjust the speakerphone microphone volume

Place a test softphone call and adjust softphone volume and PC sound volume accordingly.

- **Voice assistant Voice assistant :** Siri, Google Now™, Cortana Press and hold the Call button for 2 seconds to activate your phone's default voice assistant. Wait for the phone prompt to activate voice dialing, search, and other smartphone voice controls.
- **Microsoft Teams button (Teams models only)**

Press the Teams button to launch Microsoft Teams.

NOTE The Microsoft Teams app must be installed.

Customize your speakerphone: Select your Custom button feature in Plantronics Hub.

Choose from

- Device Status Check (default)
- Clear trusted device list
- Launch Alexa, Google Bisto
- Siri
- Play/Pause audio
- Redial
- Hold/Resume call

Support

NEED MORE HELP?


poly.com/support

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Model ID: SY40/SY40-M
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Documents / Resources

	<p>poly Sync 40 Series Speakerphone with USB Dongle [pdf] User Guide SY40, AL8-SY40, AL8SY40, Sync 40 Series Speakerphone with USB Dongle</p>
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