

# Poly Sync 40 Series Speakerphone

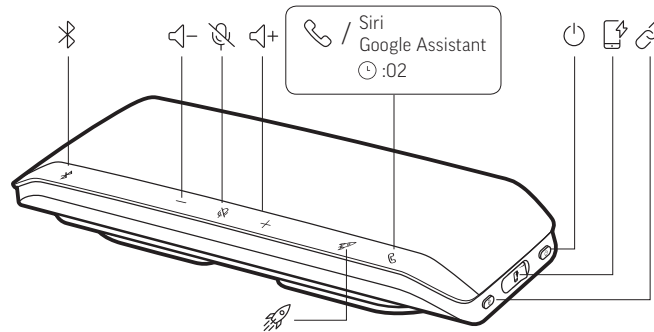
DRAFT User Guide

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# Controls

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	What lights mean
Crossing blue pattern	Pairing
Solid blue	Pairing successful (connected)
Flashing green	Incoming call
Solid green	In a call
Solid red	Mute active

# Setup

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

- Mobile setup**
- 1 To pair your mobile device with your speakerphone, slide the Power switch towards the Bluetooth icon to the right for 2 seconds. You hear "pairing" and the LEDs pulse white.
  - 2 Activate Bluetooth on your phone and set it to search new devices, select "Poly Sync 40."
  - 3 Pairing is successful when you hear "pairing successful" and the LED flashes blue.

**Secure connection (pair)** 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.

- 1 Turn on your speakerphone and press the Bluetooth  button for 2 seconds. You hear "pairing" and the LEDs pulse white.
- 2 Activate Bluetooth on your phone and set it to search new devices, select "Poly Sync 40."
- 3 Press the Bluetooth  button again. Pairing is successful when you hear "pairing successful" and the LED flashes blue.

# Charge

## Check battery status

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

## Battery status LEDs

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

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.

## Charge your mobile phone

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](http://poly.com/software).
- Download Plantronics Hub for iOS/Android by visiting [poly.com/software](http://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 speakerphone microphone volume

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

## Voice assistant (smartphone feature)

**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](https://poly.com/support)

### **Plantronics, Inc.**

345 Encinal Street  
Santa Cruz, CA 95060  
United States

### **Plantronics B.V.**

Scorpius 171  
2132 LR Hoofddorp  
Netherlands

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Model ID: SY40/SY40-M

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отдельно от других отходов. Для получения дополнительной информации посетите веб-сайт plantronics.com.

**sk** Symbol prečiarknutého odpadového kontajnera na kolieskach označuje, že odpadové elektrické a elektronické zariadenia a batérie sa nesmú likvidovať spolu s iným netriedeným komunálnym odpadom, ale musia sa zhromažďovať samostatne. Podrobnejšie informácie nájdete na webovej stránke plantronics.com.

**sl** Simbol prečrtanega smetnjaka pomeni, da odpadne električne in elektronske opreme ter baterij ni dovoljeno odlagati kot nerazvrščene komunalne odpadke, ampak jih je treba zbirati ločeno. Za podrobnejše informacije obiščite spletno stran plantronics.com.

**sv** Den överkorsade soptunnan innebär att elektriskt och elektroniskt avfall och batterier inte får kasseras med osorterat hushållsavfall, utan ska samlas in separat enligt lokala lagar och förordningar. Mer detaljerad information finns på plantronics.com.

**tr** Üzerine çarpı işaretli çizilmiş bir çöp konteyneri simgesi, elektrikli ve elektronik ekipman atıklarının ve pillerin ev çöpleriyle birlikte atılmaması ve ayrı olarak toplan-ması gerektiğini belirtir. Daha ayrıntılı bilgi için plantronics.com adresini.

#### Japan



この装置は、クラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをして下さい。 VCCI-B

#### Korea

이 기기는 가정용(B급) 전자파적합기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다.

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#### Mexico



FCC Requirements Part 15 and IFT

Operation is subject to the following two conditions:  
1. This device may not cause harmful interference.  
2. This device must accept any interference received,

including interference that may cause undesired operation.

Requisitos de la FCC (sección 15) y por el IFT

Su uso está sujeto a las dos condiciones siguientes:

1. Este dispositivo no puede causar interferencias nocivas.  
2. Este dispositivo debe aceptar todas las interferencias recibidas, incluidas aquellas que puedan causar un funcionamiento no deseado.

#### Philippines

#### UAE

#### Taiwan

根據 NCC 低功率管理辦法規定：  
取得審驗證明之低功率射頻器材，非經核准，公司、商號或使用者均不得擅自變更頻率、加大功率或變更原設計之特性及功能。  
低功率射頻器材之使用不得影響飛航安全及干擾合法通信；經發現有干擾現象時，應立即停用，並改善至無干擾時方得繼續使用。  
前述合法通信，指依電信管理法規作業之無線電通信。  
低功率射頻器材須忍受合法通信或工業、科學及醫療用電波輻射性電機設備之干擾。

#### Thailand

“เครื่องโทรคมนาคมและอุปกรณ์นี้ มีความสอดคล้องตามข้อกำหนดของ กทท.”

#### Turkey

EEE Yönetmeliğine Uygundur

#### MFi



Made for iPhone 11 Pro Max, iPhone 11 Pro, iPhone 11, iPhone XS Max, iPhone XS, iPhone XR, iPhone X, iPhone 8 Plus, iPhone 8, iPhone 7 Plus, iPhone 7, iPhone SE, iPhone 6s Plus, iPhone 6s.  
Learn more at [plantronics.com/iCompatible](http://plantronics.com/iCompatible).

#### Russia



#### Singapore

Complies with  
IMDA Standards  
DA101619



#### Regulatory Compliance Information

##### United States/Puerto Rico



##### Declaration of Conformity/FCC Regulatory Information

We Plantronics Inc, 345 Encinal Street Santa Cruz, California, 95060 USA (800) 544-4660 declare under our sole responsibility that the products **Poly Sync 20 (SY20 USB-A / SY20-M USB-A / SY20 USB-A/BT600/ SY20-M USB-A/BT600/ SY20 USB-C / SY20-M USB-C / SY20 USB-C/BT600C / SY20-M USB-C/BT600C), Poly Sync 40 (SY40 / SY40-M) and Poly Sync 60 (SY60 / SY60-M)**

comply with Part 15 of the FCC Rules.

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### RF Exposure Compliance

This equipment has been tested and meets applicable limits for radio frequency (RF) exposure.

Specific Absorption Rate (SAR) refers to the rate at which the body absorbs RF energy. The SAR limit is 1.6 watts per kilogram in countries that set the limit averaged over 1 gram of tissue. During testing, device radios are set to their highest transmission levels and placed in positions that simulate use near the body, with 0mm separation.

Cases with metal parts may change the RF performance of the device, including its compliance with RF exposure guidelines, in a manner that has not been tested or certified. Cet équipement a été testé et respecte les limites applicables d'exposition aux radiofréquences (RF).

Le débit d'absorption spécifique est la vitesse à laquelle le corps absorbe l'énergie radiofréquence. La limite du débit d'absorption spécifique est de 1,6 watt par kilogramme dans les pays où la moyenne a été établie sur un gramme de tissu. Pendant l'essai, les radios de l'appareil sont réglées sur le niveau de transmission maximal et sont placées dans des positions simulant une utilisation à proximité du corps, avec une séparation de 0mm.

Les étuis dotés de pièces métalliques peuvent modifier les performances des radiofréquences de l'appareil, y compris sa conformité aux directives d'exposition aux radiofréquences, d'une façon qui n'a pas été testée ou certifiée.

### Australia/New Zealand



### Brazil

### Canada

CAN ICES-3 (B)/NMB-3(B)

ISED Canada Regulatory Information

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s).

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. Cet équipement est conforme aux limites d'exposition de radiation IC énoncés pour un environnement non contrôlé.

### China

型号核准代码显示在产品本体上

### Europe

#### Specific Absorption Rate (SAR/DAS)

**fr** Conformément aux réglementations sur le débit d'absorption spécifique en France, le DAS de ce produit est le suivant : DAS/SAR < 0,3 W/Kg. **en** In accordance with France Specific Absorption Rate disclosure, this product SAR is: DAS/SAR < 0.3 W/Kg.



**en** A crossed-out wheeled bin symbol denotes that waste electrical and electronic equipment and batteries must not be disposed of as unsorted municipal waste, but collected separately. For more detailed information, please go to [plantronics.com](http://plantronics.com).

**bg** Задрасканият контейнер на колела означава, че непотребното електрическо и електронно оборудване и батерии не трябва да се изхвърля с останалата част от неразделените битови отпадъци, а трябва да се събира отделно. За повече информация посетете [plantronics.com](http://plantronics.com).

**cs** Symbol přeškrtnutého kontejneru na odpadky připomíná, že odpad z elektrických a elektronických zařízení a baterie se nesmí vyhazovat spolu s netřídněným odpadem z domácnosti, ale je nutné je likvidovat samostatně. Podrobnější informace získáte na našich webových stránkách [plantronics.com](http://plantronics.com).

**de** Das durchgestrichene Mülltonnen-Symbol bedeutet, dass elektrische und elektronische Geräte sowie Batterien nicht im Hausmüll entsorgt werden dürfen. Sie müssen speziellen Sammelstellen zugeführt werden. Weitere Informationen erhalten Sie auf [plantronics.com](http://plantronics.com).

**el** Το σύμβολο του τροχήλατου κάδου απορριμμάτων με ένα μεγάλο X μπροστά υποδηλώνει ότι ο χρησιμοποιημένος ηλεκτρικός και ηλεκτρονικός εξοπλισμός και οι μπαταρίες δεν πρέπει να απορρίπτονται ως μικτά δημοτικά απόβλητα, αλλά αντίθετα θα πρέπει να συλλέγονται χωριστά. Για περισσότερες λεπτομέρειες, επισκεφθείτε τη διεύθυνση [plantronics.com](http://plantronics.com).

**es** El contenedor de basura tachado indica que los residuos de aparatos eléctricos y electrónicos no se deben desechar con los desechos municipales sin clasificar, sino que deben recogerse por separado. Para obtener más información, visite [plantronics.com](http://plantronics.com).

**fi** Roska-astian päällä oleva rasti tarkoittaa, että sähkö- ja elektroniikkaromua tai akkuja ei saa hävittää kotitalousjätteen mukana, vaan ne on toimitettava erilliseen keräyspisteeseen. Lisätietoja on osoitteessa [plantronics.com](http://plantronics.com).

**fr** Le symbole représentant une poubelle à roulettes barrée signifie que les déchets d'équipements électriques et électroniques et les batteries ne peuvent pas être mis au rebut avec le reste des déchets ménagers, mais doivent être collectés séparément. Pour de plus amples informations, consultez notre site Web à l'adresse : [plantronics.com](http://plantronics.com).

**hr** Prekrižena kanta za smeće znači da se otpadna električna i elektronička oprema i baterije ne smiju odlagati kao komunalni otpad, nego se trebaju odložiti zasebno. Detaljnije informacije potražite na stranici [plantronics.com](http://plantronics.com).

**hu** Az áthúzott szemetes jelzi, hogy az elektromos és elektronikus berendezések és az akkumulátorok nem kerülhetők válogatás nélkül, normál lakossági hulladékként, hanem külön gyűjtendő. További információért keresse fel weboldalunkat: [plantronics.com](http://plantronics.com).

**it** L'etichetta con il simbolo di divieto su un bidone dell'immondizia, indica che le apparecchiature elettriche ed elettroniche e le batterie non devono essere smaltite con i normali rifiuti, ma raccolti separatamente. Per ulteriori informazioni, visitate il sito all'indirizzo [plantronics.com](http://plantronics.com).

**lt** Perbraukto atliekų konteinerio su ratukais simbolis reiškia, kad elektros ar elektroninės įrangos bei maitinimo elementų negalima išmesti su nerūšiuotomis buitinėmis atliekomis, jas reikia surinkti atskirai. Išsamesnės informacijos ieškokite interneto svetainėje [plantronics.com](http://plantronics.com).

**lv** Pārsvīrotas atkritumu tvertnes simbols nozīmē, ka lietotas elektriskās un elektroniskās iekārtas, kā arī to akumulatorus nedrīkst utilizēt kopā ar nešķirotiem sadzīves atkritumiem; iekārtas un akumulatori ir jāsavāc atsevišķi. Papildinformāciju skatiet tīmekļa vietnē: [plantronics.com](http://plantronics.com).

**pl** Przekreślony pojemnik na odpady oznacza, że zużytego sprzętu elektrycznego i elektronicznego oraz baterii nie należy wyrzucać wraz z normalnymi, nieposegregowanymi odpadami gospodarstwa domowego, ale oddzielnie. Więcej informacji można znaleźć na stronie internetowej [plantronics.com](http://plantronics.com).

**pt** O símbolo do caixote do lixo com uma cruz sobreposta indica que o equipamento eléctrico e electrónico e baterias não deverão ser eliminados como resíduos municipais indiferenciados mas sim em separado. Para obter mais informações, visite [plantronics.com](http://plantronics.com).

**ro** Simbolul pubelei dublu barată denotă faptul că echipamentele electrice și electronice și bateriile nu trebuie aruncate ca gunoi menajer nesortat, ci trebuie colectate separat. Pentru informații mai detaliate, vizitați [plantronics.com](http://plantronics.com).

**ru** Значок зачеркнутого мусорного бака указывает на то, что использованное электрическое и электронное оборудование, а также элементы питания не должны утилизироваться вместе с неотсортированными бытовыми отходами; утилизация данного вида отходов должна производиться