



EncorePro 300 Series

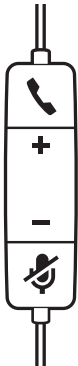
Corded Headset

User Guide

Contents

Overview	3
Setup	4
Load software	4
Fit	5
Adjust the headband	5
Position the boom	5
Adjust the boom	5
Basics	6
Make/take/end calls	6
Volume	6
Mute	6
Support	7

Overview



Icons	Inline control	LEDs	Function
	Call button	Triple flash green	Incoming call
		Slow flash green	Call on hold
		Solid green	On a call
+	Volume up button		Increases the listening volume
-	Volume down button		Decreases the listening volume
	Mute button	Solid red	Headset is muted

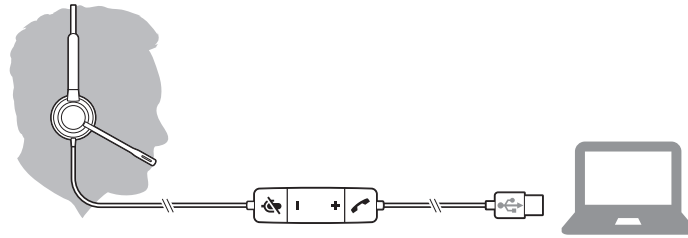
NOTE *Inline controls may vary for headsets connected to DA70/DA80 audio processors.*

Setup

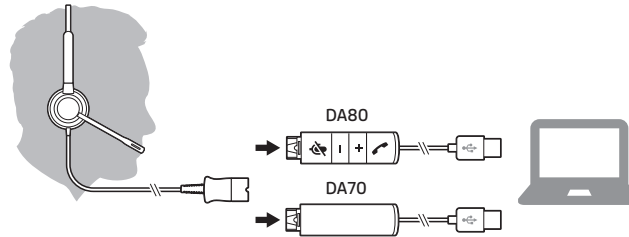
Power on your headset by connecting it to your computer.

Your headset connects in one of 2 ways:

- With USB connector



- With DA70/DA80 audio processor with Quick Disconnect (QD)



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.com/software.

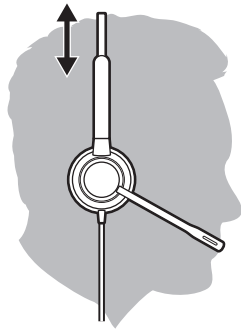
- Enable features
- Change settings
- Configure call control for softphones
- Update device firmware
- Manage notifications and alerts
- Schedule health and wellness reminders

NOTE Device settings and updates are also available in Plantronics Hub App.

Fit

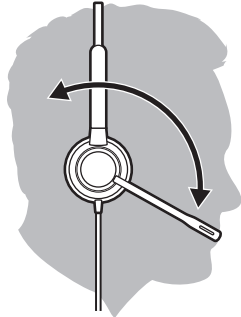
Adjust the headband

Lengthen or shorten the band until it fits comfortably. The cushions should sit comfortably over the center of your ears.



Position the boom

This headset can be worn on the left or right side. Rotate the boom to align with your mouth.



CAUTION To avoid breaking the boom, only rotate it up and over 180°.

Adjust the boom

Gently bend the boom in or out so it is approximately two finger widths from the corner of your mouth.


Basics



Make/take/end calls

Headset call control is a software feature and dependent on a compatible softphone. If you have not installed Poly Lens Desktop App (poly.com/software) or do not have a compatible softphone, press the headset call button first and then make/take/end the call using the softphone application.

Answer or end a call

Tap the Call  button or use your softphone.

Make a call

Dial using your softphone application.

Hold

Press and hold the call button for 2 seconds to put a call on hold.

Volume


Listening volume

Press the Volume up (+) or Volume down (-) button.

Adjust headset microphone volume (softphone)

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

Mute

During an active call, tap the Mute  button to mute or unmute your headset.

Support

NEED MORE HELP?

poly.com/support

Manufacturer:

Plantronics, Inc.
345 Encinal Street
Santa Cruz, CA 95060
United States

Plantronics B.V.
Scorpius 171
2132 LR Hoofddorp
Netherlands

Plantronics Ltd.
Building 4, Foundation Park
Cannon Lane, Part 1st Floor
Maidenhead, SL6 3UD
United Kingdom

© 2022 Poly. All trademarks are the property of their respective owners. Manufactured by Plantronics, Inc.

216045-06 01.22