

# Plantronics BLACKWIRE 3200 SERIES Headset

## Set up instructions

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**Power on your headset** by connecting to your computer  
Via the USB-A/USB-C connector



### Inline controller -

- Answer or end a call
  - press the call button
- Redial
  - If not on an active call, double key press the call button to redial the last call.
- Hold
  - Double-tap the Call button to put a call on hold.
- 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 a call, briefly press the mute button to mute the microphone on the inline controller. To unmute press the button again.



### 911 – Emergency Services

1. From office – office location will be given
2. From any other location – use your personal device/phone to call 911 or emergency services will be sent to your office building.

Need assistance? Contact the Help Desk