

# 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.



You should have the Plantronics Hub software already downloaded to your computer, if not open ticket with the helpdesk to have this done. Plantronics Hub has information, user guide and other settings about your headset.

### 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