

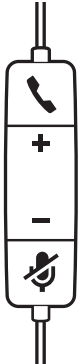
# EncorePro 300 Series Corded Headset



User Guide

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# Overview



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

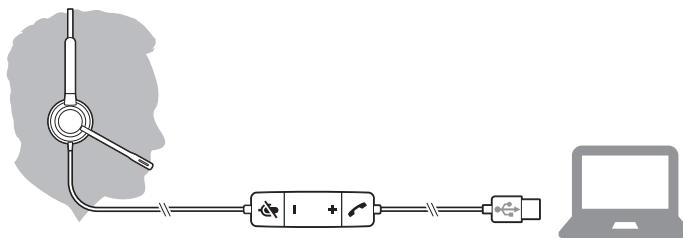
**NOTE** *Inline controls may vary for headsets connected to DA70/DA80 audio processors.*

# Setup

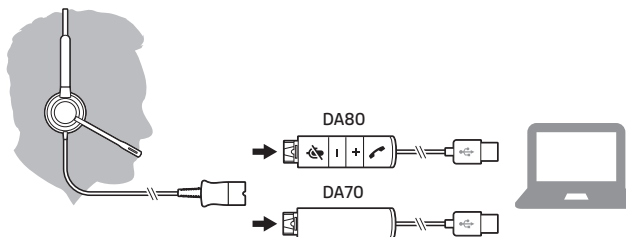
Power on your headset by connecting it to your computer.

Your headset connects in one of 2 ways:

- With USB connector



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



## Load software

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

Download Plantronics Hub for Windows/Mac by visiting [plantronics.com/software](http://plantronics.com/software).

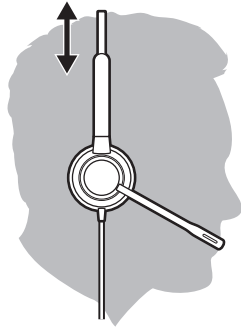
Manage your headset settings on your computer with Plantronics Hub:

- Call control for softphones
- Update firmware
- Turn features on/off
- View user guide

# Fit

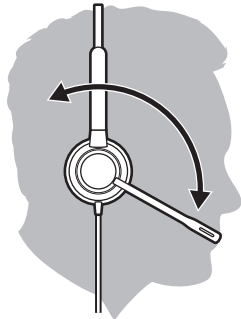
## Adjust the headband

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 Plantronics Hub or do not have a compatible softphone, press the headset call button first and then make/take/end the call using the softphone application. Download Plantronics Hub for Windows or Mac at [plantronics.com/software](https://plantronics.com/software).

### 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 a call, press the mute button. When mute is on, the LED is solid red. Modify your mute settings in Plantronics Hub for Windows or Mac.

# Support

## NEED MORE HELP?

[plantronics.com/support](https://plantronics.com/support)

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