

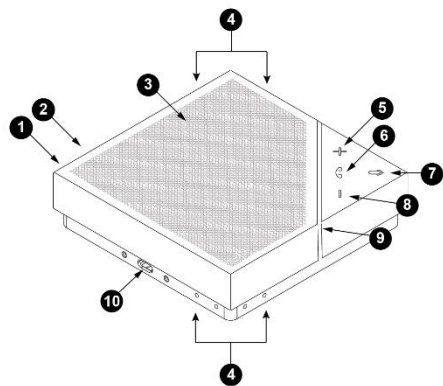
# Polycom® VoxBox™ Bluetooth/USB Speakerphone Quick Tips

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The Polycom VoxBox Bluetooth/USB speakerphone enables you to send and receive audio during calls and to play music when connected to a computer with a USB cable or paired with a Bluetooth device.

## Polycom VoxBox Features

The following figure and table identify the parts of the VoxBox speakerphone.



### VoxBox Features

Reference	Feature
1	Power button
2	Bluetooth button
3	Speaker
4	Volume up
5	Handset (Answer / Hang Up)
6	Mute
7	Volume down
8	Status indicator
9	Microphones
10	Micro USB port

### Status Indicators

Indicator	Status
Amber	Charging battery
Blinking Amber	Low battery
Pulsing Amber	Software update
Blinking Blue	Bluetooth discovery mode
Blinking Green	Incoming call
Blue	Bluetooth on
Green	In a call
Red	In a call Microphones muted
White	Powering on
White, varying length	Volume indication

### Turn On VoxBox

When you turn on VoxBox, the volume indicators show white until the speakerphone is in use.

#### To turn on VoxBox:

- » Press the Power button.

### Turn Off VoxBox

Make sure to turn off VoxBox when it is not in use to conserve battery.

#### To turn off VoxBox:

- » Press and hold the Power button for two seconds.

The status indicator light flashes white and a tone plays as the speakerphone turns off.

**Note:** VoxBox automatically turns off after 10 minutes of inactivity when not charging. Disconnect USB cable to end charging mode.

### Charge VoxBox

Charging the speakerphone can take three to six hours, depending on the battery level and charging method.

#### To charge:

- » Do one of the following:
    - Connect the Micro USB cable from the USB port on VoxBox to the USB port on your computer.
    - Connect the Micro USB cable from the speakerphone to a USB plug then plug it into an outlet.
- The Power button flashes white until fully charged.

### Connect Your Computer to VoxBox

Connect VoxBox to your computer using a Micro USB cable and use VoxBox as your speaker and microphones.

#### To connect to VoxBox:

- 1 Connect the Micro USB cable from the USB port on VoxBox to the USB port on your computer.
- 2 Set VoxBox as your default audio device in your computer's system settings or in the communication client.

## Pair a Bluetooth Device with VoxBox

Pair VoxBox with your Bluetooth device to use it as an external microphone and speaker for your device.

### To pair with a Bluetooth device:

- 1 Press and hold the Bluetooth button for two seconds to make VoxBox discoverable.  
The status indicator flashes blue.
- 2 On your device, enable Bluetooth and select **Polycom VoxBox** from the list of available devices.

## Switch between Paired Devices

VoxBox can pair with up to ten devices and connect with up to two devices. However, the speakerphone can only transmit audio for one device at a time.

### To switch between paired devices:

- » Do one of the following:
  - Turn off Bluetooth on one of the connected devices.
  - Stop playing audio on one device and start playing audio on another connected device.
  - Select **Polycom VoxBox** as the audio source in a list of available Bluetooth devices.

## Unpair a Bluetooth Device

After you are finished using VoxBox with a Bluetooth device, unpair it from your device.

### To unpair a Bluetooth device:

- » Do one of the following:
  - Press the Bluetooth button on the speakerphone to turn off Bluetooth.
  - Disconnect from the speakerphone on your device.

## Turn Off Bluetooth

Turn off Bluetooth when you want to connect VoxBox to your device using a USB cable.

### To turn off Bluetooth:

- » Press the Bluetooth button on the speakerphone.

## Clear Stored Bluetooth Devices

The speakerphone can store up to 10 paired devices. Clear the Bluetooth cache to remove any data for your device stored on VoxBox.

### To clear stored Bluetooth devices:

- » Press and hold the Bluetooth and Volume Down (-) buttons for five seconds.  
An audio tone plays and the status indicator flashes blue.

## Download the VoxBox Application

The VoxBox companion application optimizes call control capability with communication clients. The application also enables you to update VoxBox software and get help.

The application is supported on Microsoft® Windows® and Apple® Mac® computers.

### To download the VoxBox application:

- 1 On your computer, navigate to the VoxBox Support page on [Polycom Support](#).
- 2 Click the VoxBox Companion Application link.
- 3 Agree to Polycom's user terms and conditions, and click **Submit**.
- 4 Install the application on your computer.
- 5 Follow the installation prompts.

## Update VoxBox Device Software

Connect VoxBox to your computer to update it with any available software updates. A red indicator displays on the application icon when an update is available.

### To update VoxBox software:

- 1 Connect VoxBox to your computer using the USB cable.
- 2 Right-click the application icon in the system tray and click **Updates**.  
The Software Update page displays with software updates for the application and the speakerphone, if available.
- 3 Under **Firmware Update**, click **Update**, if an update is available.

## Update the Application Software

You can update the application software any time an update is available. A red indicator displays on the application icon when an update is available.

- 1 Right-click the application icon in the system tray and click **Updates**.
- 2 Under **Software Update**, click **Update**, if an update is available.