

RingCentral Softphone Headset Guide

RingCentral USB Headset Models compatible with Apria desktops and laptops

*If you or your staff already have a headset that is compatible with an Apria desktop or laptop, a new one does not need to be ordered for that teammate, e.g., teammates using the UC1 so phone system already have a compatible headset.

******Headsets used with a hard phone/desk phone are likely not compatible with Apria desktops and laptops.

Order through [Workday via Okta](#); See the following instructions.

Supplier Item Identifier	Headset Model	Catalog Item Name	Unit Price
4993-829-209	Jabra Evolve 20 USB Mono USB UC	So phone headset corded Jabra Evolve 20 UC, headband single ear, noise cancelling	\$37.00
4999-829-209	Jabra EVOLVE 20 UC Stereo USB	So phone headset corded Jabra Evolve 20 UC, headband dual ear, noise cancelling	\$40.89
5393-829-309	Jabra Evolve 30 II UC Mono	So phone headset corded Jabra Evolve 30 II UC, headband single ear, noise cancelling	\$57.00
5399-829-309	Jabra Evolve 30 II UC Stereo	So phone headset corded Jabra Evolve 30 II UC, headband dual ear, noise cancelling	\$62.00
203194-01	Plantronics Encore Pro HW540D	Poly EncorePro HW540D – headset (Note: in Workday Select Connect to Supplier Website from the Actions menu, then select CDW)	\$70.51

Mono Headsets

Stereo Headset

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(Convertible: Plantronics Encore Pro HW540D)



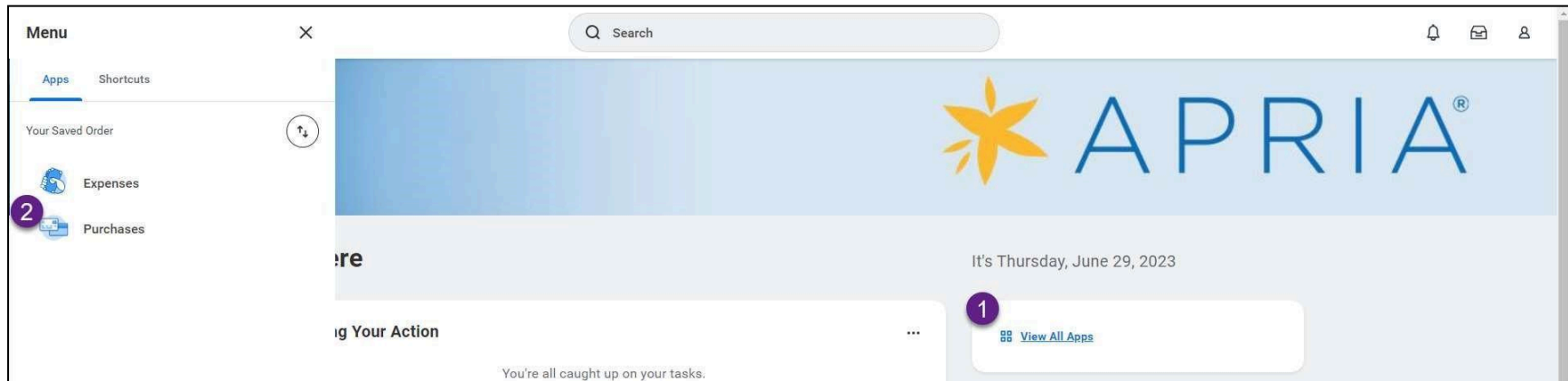
For additional questions about compatible headsets, contact: RingCentralQuestions@apria.com

How to Order a Catalog Item in Workday

To order a catalog item in Workday, follow these steps:

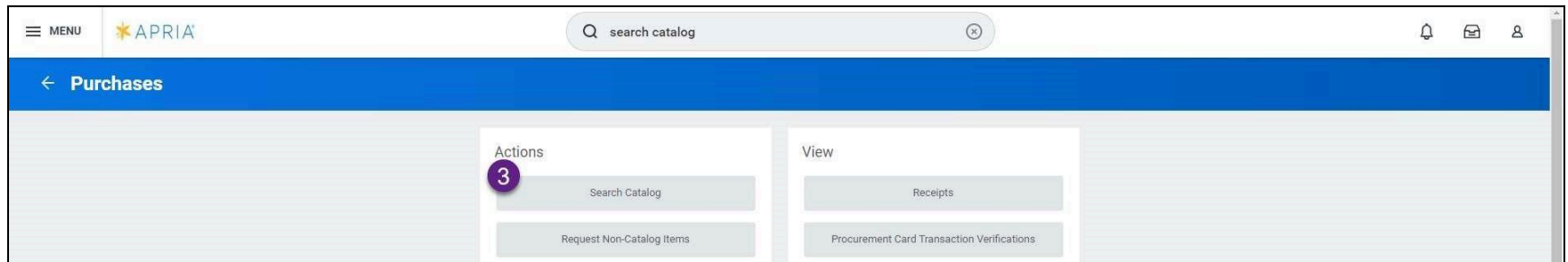
1. From your Workday Home page, click the View All Apps link and then the Purchases application.

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2. Select **Search Catalog** from the **Actions** menu.

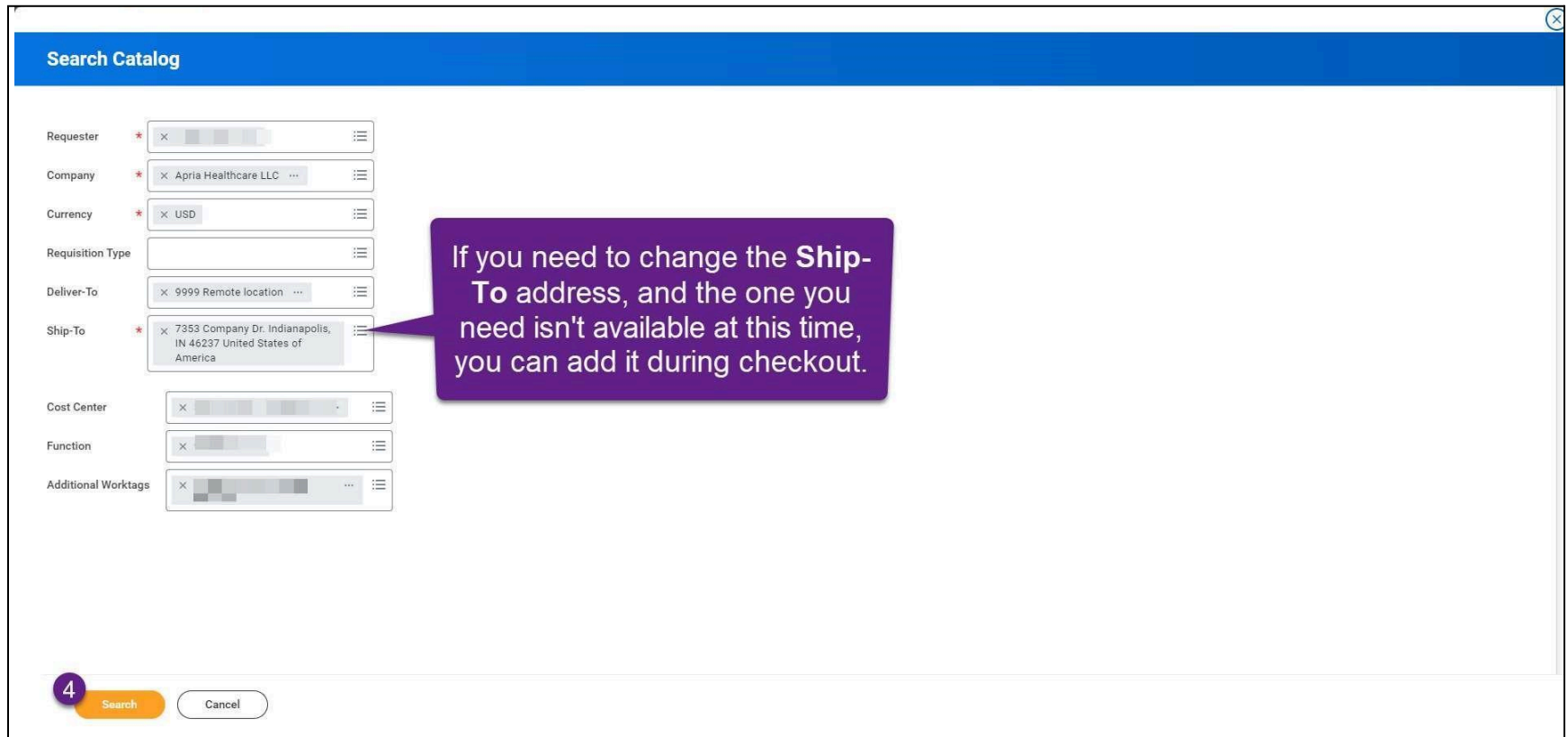
(Not shown: To order the Plantronics Encore Pro HW540D convertible headset, select Connect to Supplier Website from the Actions menu, then select CDW.)



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3. Requester information will auto-populate, check for accuracy, then click Search.

If you need to change the Ship-To address, and the one you need isn't available now, you can add it during check out.



The screenshot shows a web form titled "Search Catalog". The form contains several fields, each with a dropdown menu and a search icon (magnifying glass) on the right. The fields are: Requester, Company, Currency, Requisition Type, Deliver-To, Ship-To, Cost Center, Function, and Additional Worktags. The Ship-To field is highlighted with a purple callout box that contains the text: "If you need to change the **Ship-To** address, and the one you need isn't available at this time, you can add it during checkout." At the bottom of the form, there is a purple circle with the number "4" next to an orange "Search" button and a grey "Cancel" button.

Field	Value
Requester	[Redacted]
Company	Apria Healthcare LLC
Currency	USD
Requisition Type	[Redacted]
Deliver-To	9999 Remote location
Ship-To	7353 Company Dr. Indianapolis, IN 46237 United States of America
Cost Center	[Redacted]
Function	[Redacted]
Additional Worktags	[Redacted]

4. Enter the Supplier Item Identifier from the table above, then click **Search**.

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The screenshot shows the top of the APRIA Search Catalog page. At the top, there is a navigation bar with a 'MENU' icon, the 'APRIA' logo, a search bar labeled 'search catalog', and icons for notifications, a shopping cart, and a user profile. Below this is a blue header with 'Search Catalog' and icons for a shopping cart and a document. Under the header, there are filters for 'Company' (Apria Healthcare LLC), 'Requester' (Natalie Liles), and 'Currency' (USD). A search input field contains the text '4993-829-209' and is marked with a purple circle 5. To the right of the input field is a 'Search' button marked with a purple circle 6.

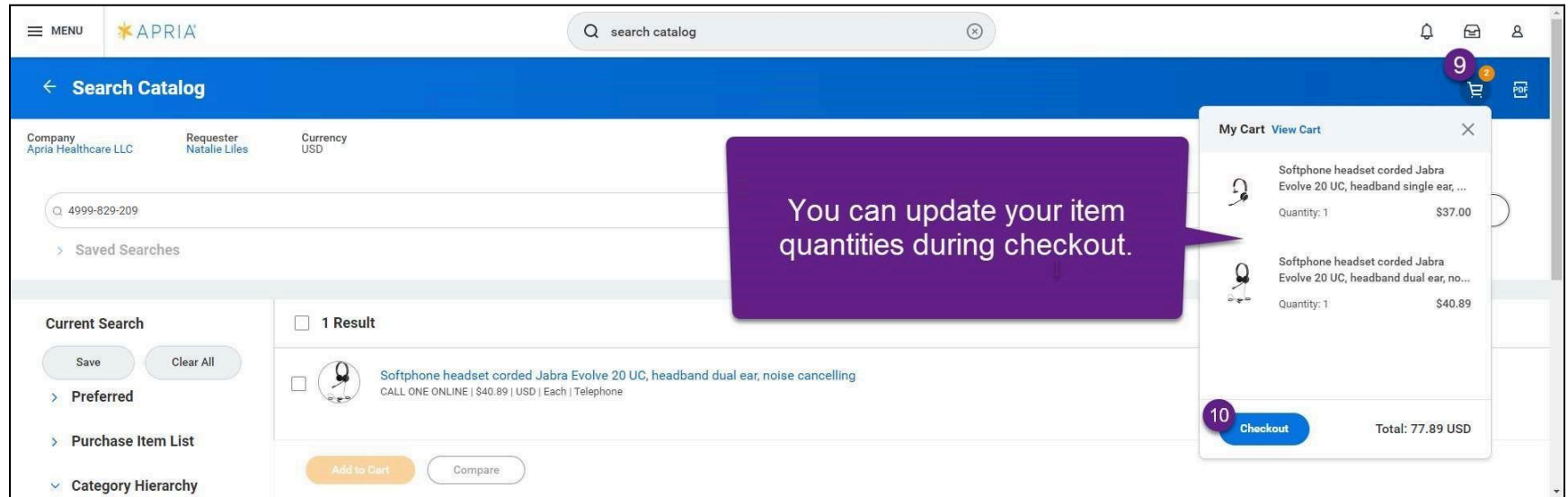
5. Check the box next to the item you searched for, then click **Add to Cart**.
Repeat steps 5-8 if you need to add other headset models to your order.

The screenshot shows the search results page. The top navigation bar and filters are the same as in the previous screenshot. The search input field now shows '4993-829-209' and a 'Search' button. Below the search bar is a 'Saved Searches' link. The main content area is divided into two columns. The left column, titled 'Current Search', contains links for 'Save', 'Clear All', 'Preferred', 'Purchase Item List', and 'Category Hierarchy'. The right column shows '1 Result' and 'All 1 selected'. A checkbox is checked next to the result, which is marked with a purple circle 7. The result is a 'Softphone headset corded Jabra Evolve 20 UC, headband single ear, noise cancelling' with a price of '\$37.00 | USD | Each | Telephone'. Below the result is an 'Add to Cart' button marked with a purple circle 8 and a 'Compare' button.

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6. Click the **View Cart** icon, then select **Checkout**.

You can update your item quantities during checkout.



7. Make any necessary changes, i.e., Quantity or Edit Address, then click **Submit**.
The order routes for approval.

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Checkout

Company
Apria Healthcare LLC

Requester

Requisition

Status
Draft

Total Amount
196.67 USD

Shipping Address

Deliver-To
9999 Remote location

Ship-To Address
7353 Company Dr.
Indianapolis, IN 46237
United States of America

Requisition Information

Goods

2 items

Order	Image	Company	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To
<div><div>+</div><div>-</div></div>		<div><div>×</div>Apria Healthcare LLC</div>	<div>Item</div> <div>Softphone headset corded Jabra Evolve 20 UC, headband single ear, noise cancelling</div> <div>Purchase Item</div>	Softphone headset corded Jabra Evolve 20 UC, headband single ear, noise cancelling	Telephone	<div>Quantity *</div> <div>2</div> <div>Unit of Measure *</div> <div>Each</div>	Unit Cost 37.00	74.00	<div><div>×</div>9999 locati</div>
<div><div>+</div><div>-</div></div>		<div><div>×</div>Apria Healthcare LLC</div>	<div>Item</div> <div>Softphone headset corded Jabra Evolve 20 UC, headband dual ear, noise cancelling</div> <div>Purchase Item</div>	Softphone headset corded Jabra Evolve 20 UC, headband dual ear, noise cancelling	Telephone	<div>Quantity *</div> <div>3</div> <div>Unit of Measure *</div> <div>Each</div>	Unit Cost 40.89	122.67	<div><div>×</div>9999 locati</div>

Services

Attachments

11

Submit

Save for Later

Continue Shopping

...

Edit Requisition Defaults

Edit Address

Cancel

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For additional support in Workday, contact: WorkdaySupport@Apria.com