Polycom Conference Room Phone Pairing

A bluetooth symbol in a blue circle

Description automatically generatedTurn on Bluetooth on your PC if not on already by:

WIN+A Keyboard Shortcut and clicking the icon.

Alternatively, hit the Windows key, search “Bluetooth”, and turn it on.

Go to the Polycom device:

Tap the “Bluetooth” option on the home screen.

Select your device from the “Available Devices” and tap “Pair”.

On the computer, select pair to pair the computer with the Polycom.

Using the Polycom for Teams Meetings:

When attempting to join a meeting, ensure that the audio is set to “Computer Audio” and that the option below that says “367 Hands-Free AG Audio”, then join the meeting.

If it doesn’t say “367 Hands-Free AG Audio”: click the icon and switch the “Speaker” and “Telephone” options to “Telephone (367 Hands-Free AG Audio) (Bluetooth)”