



## Calisto® P240™ Quick Setup Guide

### Welcome:

Using a Plantronics Calisto handset for PC calls will deliver a simpler, more comfortable and better sounding audio experience than you could get using just your computer's internal microphone and speaker.



### Calisto P240 Key Features:

- LCD screen for easy caller ID viewing and menu navigation
- Answer/end/mute/dial/redial controls at your finger tips
- Integrated full duplex personal speakerphone for hands-free convenience
- Wideband and noise-canceling microphone offer the best PC audio available
- Slim, portable design easily fits into laptop bag

### Getting started:

Follow the steps below to get call answer/end controls with your Calisto handset and **Cisco® Unified Communications Integration for Microsoft® Lync™**.

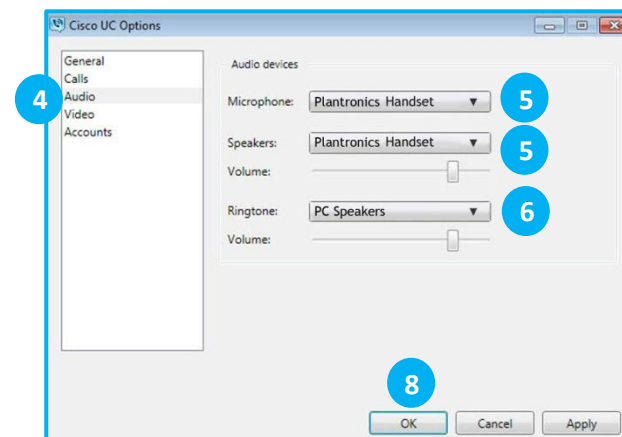
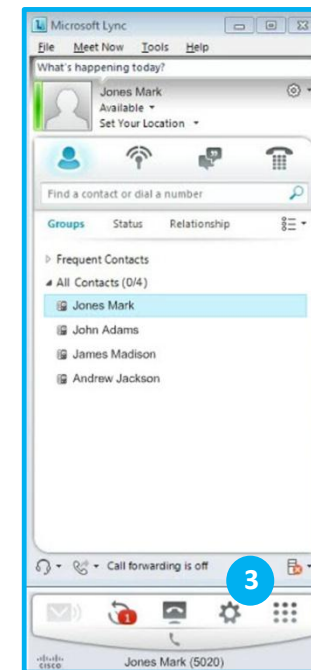
1. Connect your handset to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. To get call control features, please download the latest version of Plantronics software at [plantronics.com/software](http://plantronics.com/software).

*Note: Check with your IT staff before installing software on your computer.*

### Configuring Cisco Unified Communications Integration for Microsoft Lync to always route call audio to the handset:

3. In the Cisco window, click the Settings button.
4. Then in the Cisco UC Options window, select **Audio**.
5. Next select your Plantronics handset as the default device for both *Microphone* and *Speakers*.
6. Now you can select which device plays your incoming call alerts by selecting an option for *Ringtone*. These sounds typically route through your PC speakers, but can come through your Plantronics handset if you prefer.
7. In this screen you can also adjust *Speakers* and *Ringtone* volume levels.
8. When you are finished, click **Ok**.

*Note: USB configuration settings are unique for each USB port. If you connect the handset to a different port you will need to make these changes again to set behavior for that USB port.*



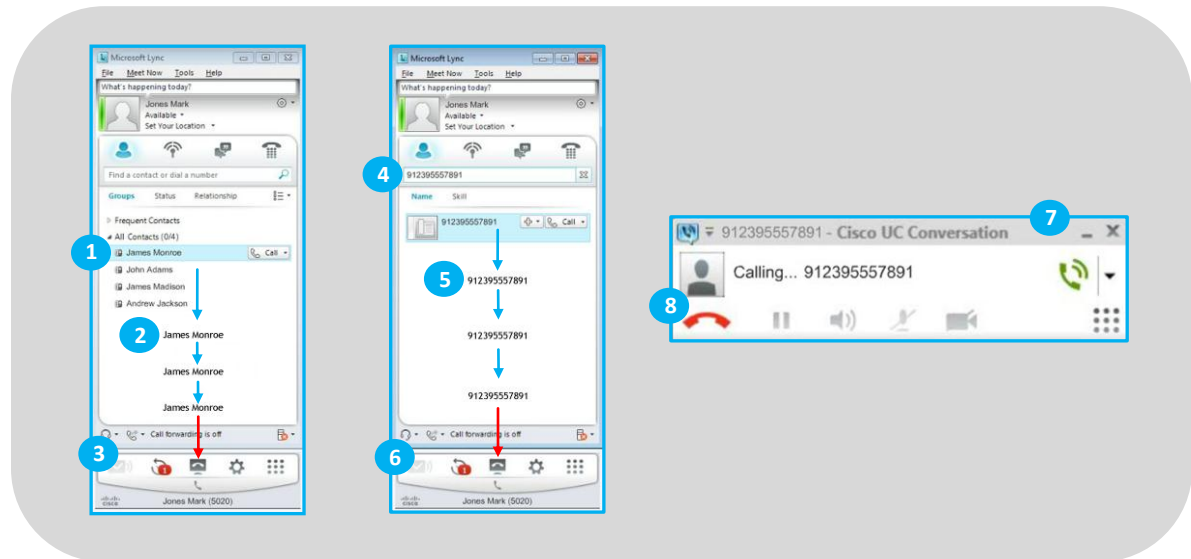
# Making and Receiving Calls with Cisco Unified Communications Integration for Microsoft Lync

## To MAKE a call:

To call an existing contact, click on the contact (1), drag (2) and drop it (3) onto the Cisco window (4).

You can also enter a phone number manually using the dial pad on the handset or the search box located at the top of the main Lync window (4). After you enter the number in the search box, drag (5) and drop the number onto the Cisco window (6).

When a call is placed, a call window will open (7), and the audio will be routed to your handset.



## To END a call:

To end a call, use the controls on your handset or press the red phone icon in the call window (8).

## To RECEIVE a call:

When you receive a call, a notification window will appear on your computer screen (9).

To answer the call, use the controls on your handset or press the phone icon in the call notification window (10).

