

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® Office Communicator**.

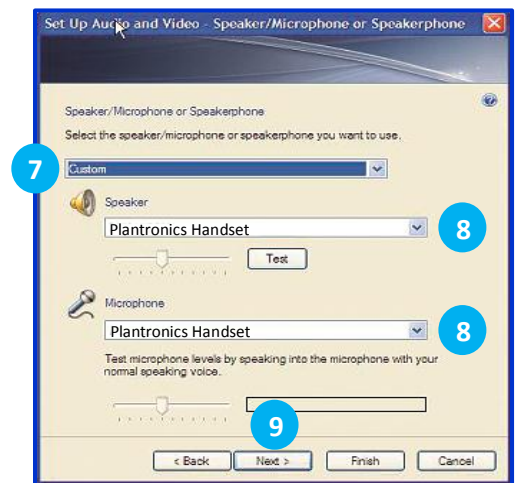
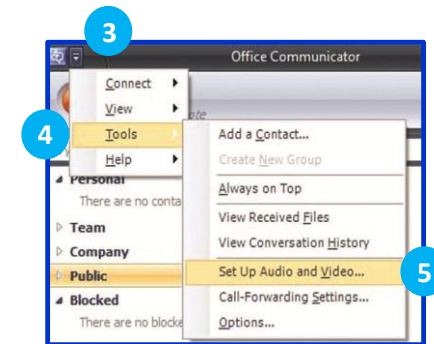
1. Connect your handset to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. To get call control features, please download the latest version of Plantronics software at plantronics.com/software.

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

Configuring Cisco Unified Communications Integration for Microsoft Office Communicator to always route call audio to the handset:

3. Click the drop down arrow icon in the upper left corner of the Office Communicator window.
4. Select the **Tools** option.
5. Then select **Set Up Audio and Video**.
6. The first screen will be Setup for Handset or Headset. Verify that your Plantronics handset is selected in the drop down menu. Click **Next**.
7. This screen is Setup for Speakers/Microphone or Speakerphone. Select **Custom** in the main drop down menu.
8. Make sure your Plantronics handset is listed as your speaker and microphone in the two drop down lists.
9. Click **Next**.
10. In the next screen, you will set the audio output for your sounds (for example: incoming call or new IM message alerts). We recommend that you use your PC speakers for this setting (if you have a sound card and speakers available). After making your selection click **Finish**.

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 Office Communicator

To MAKE a call:

To call an existing contact, click on the contact (1) and drag it (2) onto the Cisco phone icon at the bottom of the Office Communicator window (3).

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

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

To RECEIVE a call:

When you receive a call, a notification window will appear in the lower right corner of your computer screen (7).

To answer the call, use the controls on your handset or click the phone icon in the call notification window (8).

