



Calisto® P240-M™ 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-M Key Features:

- LCD screen for easy call 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
- Portable design easily fits into laptop bag



Getting started:

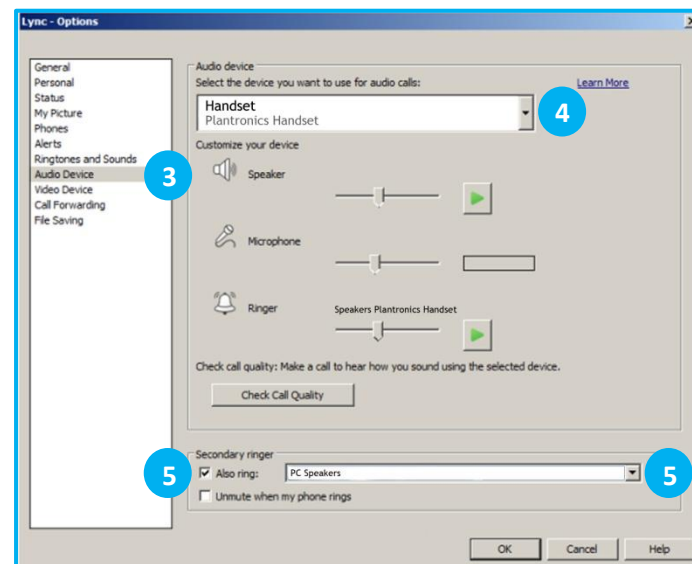
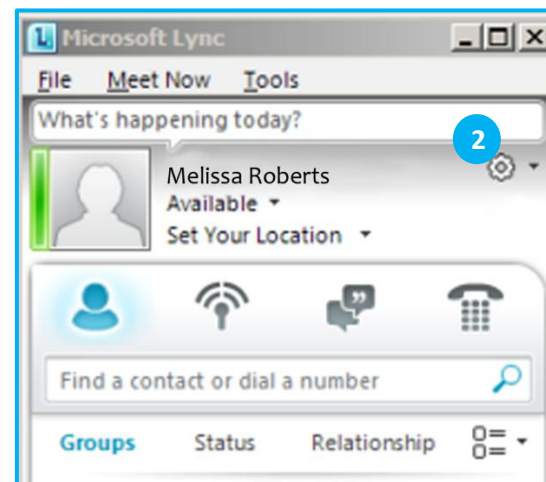
The Plantronics Calisto handset is ready to use with your computer and **Microsoft® Lync™**.

1. Connect your handset to the computer. If this is the first time you are connecting, wait for the installation process to complete. Restart the computer if directed to do so.

Configuring Microsoft Lync to always route call audio to the handset:

2. Click on the Options button in the main Microsoft Lync window.
3. Select the **Audio Device** option.
4. Choose your Plantronics handset for **Audio Device**.
5. Check the **Also Ring** box for **Secondary Ringer** and choose your PC speakers from the drop down menu if you would like them to ring for incoming calls.
6. In this screen you can also test and adjust volumes.
7. Click **OK** when finished.

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.



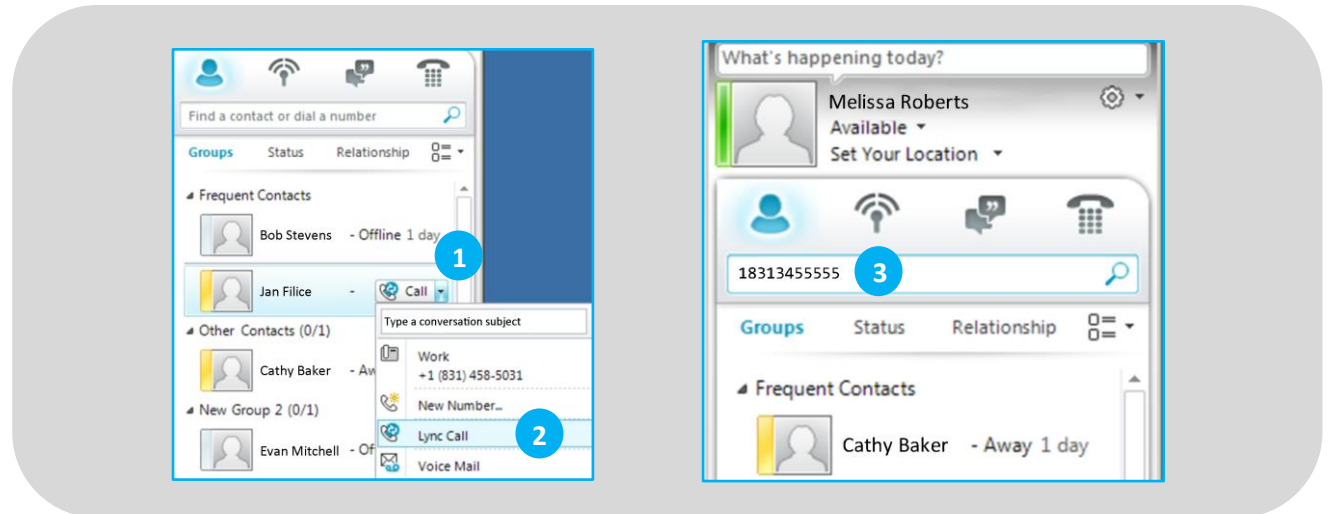
Making and Receiving Calls with Microsoft Lync

To MAKE a call:

To call an existing contact, click on the drop down next to their name (1) and select the number you would like to call (2).

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 Microsoft Lync screen (3).

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 (4).

To answer the call, use the controls on your handset or click on the call notification window (5).

To REDIRECT a call:

You can also redirect a call by clicking **Redirect** (6) and choosing one of the options given.

