Plantronics.

Blackwire™ C420™ Quick Setup Guide

Welcome:

Using a Plantronics Blackwire headset 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.

A
B
C

Control Functions:

A. Mute Microphone
B. Volume Adjust
C. Call Answer/End

Blackwire C420 Key Features:

- Wideband for best PC audio telephony
- Folds flat and tucks into carrying case for use on the go
- Dynamic EQ stereo automatically adjusts for voice and multimedia use
- Noise-canceling microphone filters out background noise

Getting started:

The Plantronics Blackwire headset is ready to use with your computer and **Cisco® Unified Communications Integration for Microsoft® Office Communicator**.

1. Connect your headset 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 headset:

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 headset 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 headset is listed as your speaker and microphone in the two drop down lists. Click **Next.**
9. 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 headset to a different port you will need to make these changes again to set behavior for that USB port.
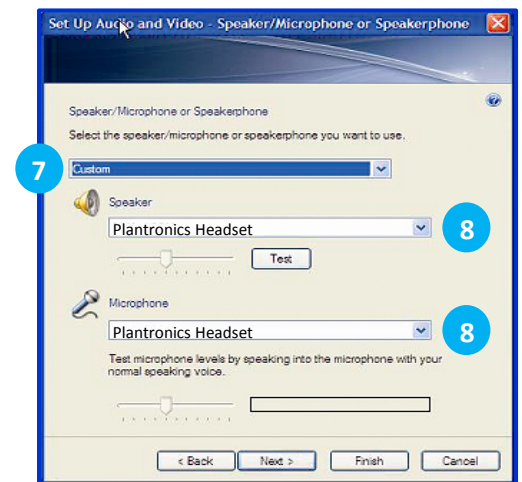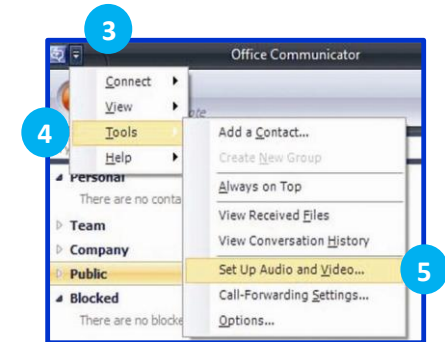
Making and Receiving Calls with Cisco Unified Communications Integration for Microsoft Office Communicator

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 search box located at the top of the Office Communicator screen (4). After entry, 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 headset.

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 headset or click the phone icon in the call notification window (8).