

Savi® Office WO300™/WO350™ Quick Setup Guide

Welcome:

Using a Plantronics Savi Office 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.



*This picture shows the Binaural (WO350) version

Savi Office WO300/WO350 Key Features:

- One-button call control manages PC or desk phone calls
- Wideband support for best-in-class PC audio
- Noise-canceling microphone filters out background noise
- Conference up to four Savi Office headsets
- Monaural (WO300), Binaural (WO350)

Getting started:

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

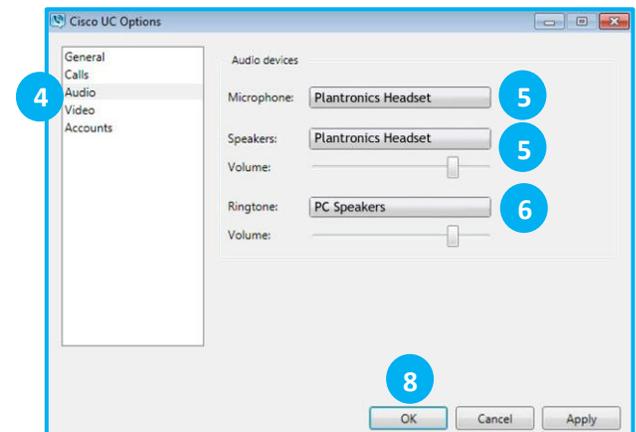
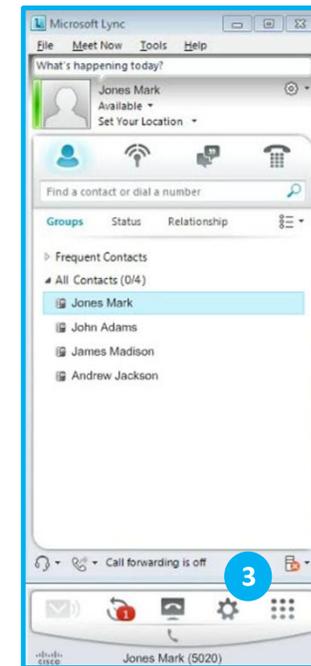
1. Connect your Savi Office base to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. To get call control features, please download the latest version of Plantronics software at plantronics.com/software.

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

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

3. In the Cisco window, click the Settings button.
4. Then in the Cisco UC Options window, select **Audio**.
5. Next select your Plantronics headset 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 headset 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 headset to a different port you will need to make these changes again to set behavior for that USB port.



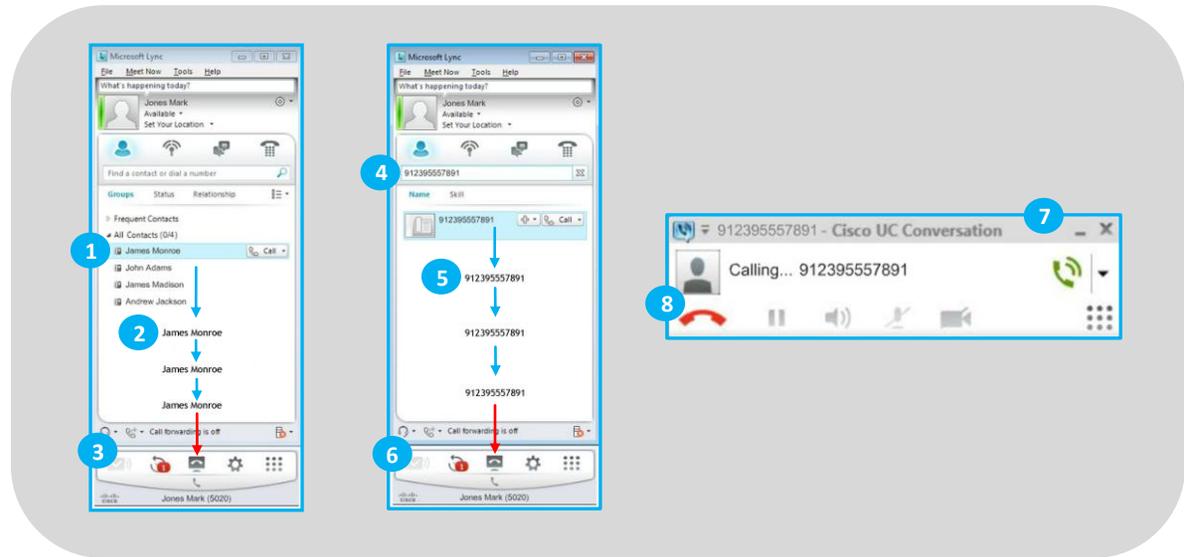
Making and Receiving Calls with Cisco Unified Communications Integration for Microsoft Lync

To MAKE a call:

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

You can also enter a phone number manually using the search box located at the top of the main Lync window (4). After you enter the number, 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 headset.



To END a call:

To end a call, use the controls on your headset 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 headset or click the phone icon in the call notification window (10).

