



## 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:

The Plantronics Savi Office headset is ready to use with your computer and **Cisco® Unified Communications Integration for Cisco WebEx Connect™**.

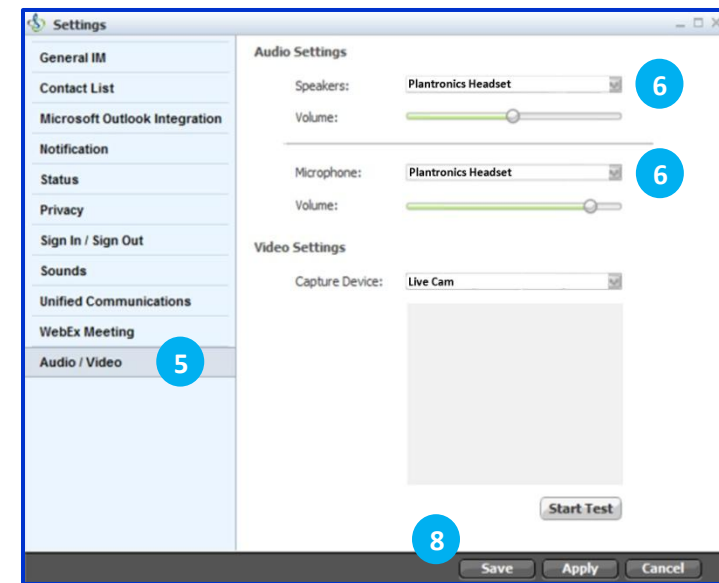
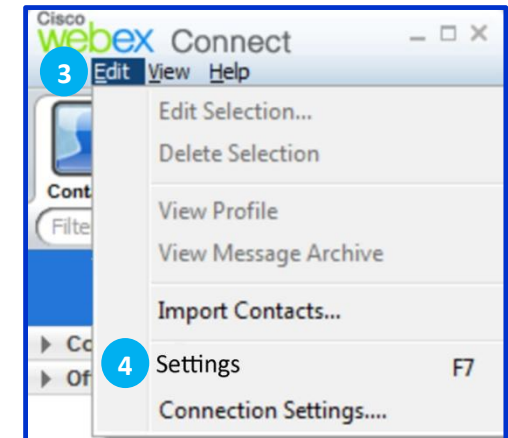
1. Connect your Savi Office base to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. To get call control features, please download the latest version of Plantronics software at [plantronics.com/software](http://plantronics.com/software).

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

### Configuring Cisco Unified Communications Integration for Cisco WebEx Connect to always route call audio to the headset:

3. Click **Edit** in the upper left corner of the Cisco WebEx Connect main screen.
4. Then select **Settings**.
5. Next choose **Audio/Video**.
6. Select your Plantronics headset in the drop down for both Speakers and Microphone.
7. You can also adjust the Speakers and Microphone volume in this screen.
8. When you are finished, select **Save**.

*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.*



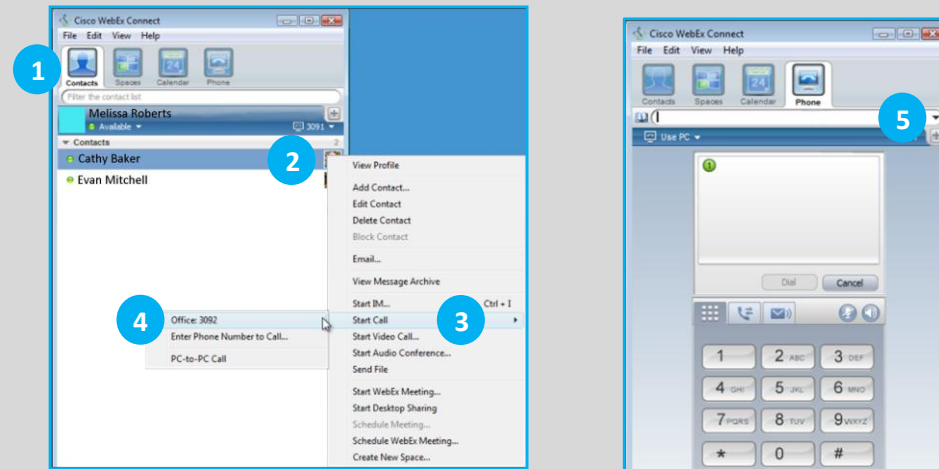
# Making and Receiving Calls with Cisco Unified Communications Integration for Cisco WebEx Connect

## To MAKE a call:

To call an existing contact, select the Contact Tab (1) and select the contact you would like to call. Right click on their picture (2), select Start Call (3) and choose a number (4).

You can also enter a phone number manually using the search box located near the top of the Cisco WebEx Connect main screen (5).

When a call is placed, a call notification will appear in the Cisco WebEx Connect main screen, 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 (6).

To answer the call, use the controls on your headset or click the green Answer button (7) in the call notification window.

