Savi® W730™ Quick Setup Guide

Welcome:
Using a Plantronics Savi 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.

Savi W730 Key Features:

- Manages PC, deskphone and mobile calls from a single headset
- One-touch call answer/end, vol +/-, mute and flash across devices
- Wireless freedom up to 350 feet from your desk
- Conference in up to three additional Savi headsets

Getting started:
Follow the steps below to get call answer/end controls with your Savi headset and **IBM® Lotus® Sametime®** or SUT (Sametime Unified Telephony).

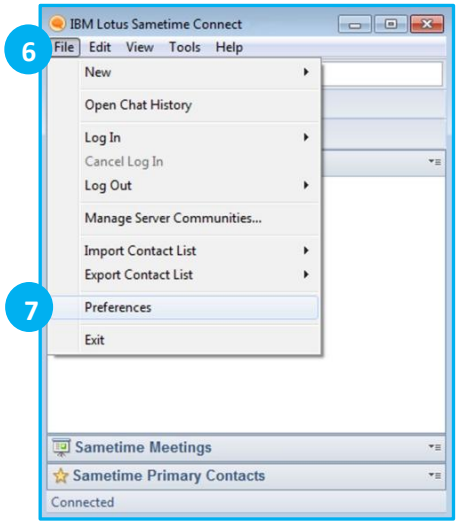
1. Connect your Savi base to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. Please uninstall any previous Plantronics software before starting step #3.
3. Please download the latest version of Plantronics software for Sametime at Plantronics.com/ibmuc. Click **Download Now** under *Downloads and Apps* on the right-hand side of the page.
4. On this page, please complete the registration process. Then press the blue **Download** button on the next page.
5. Follow on-screen prompts to complete installation. For detailed installation instructions refer to the online *Installation Guide* located at the previous web pages in step 4. If the update manager informs you that newer software is available, please upgrade.

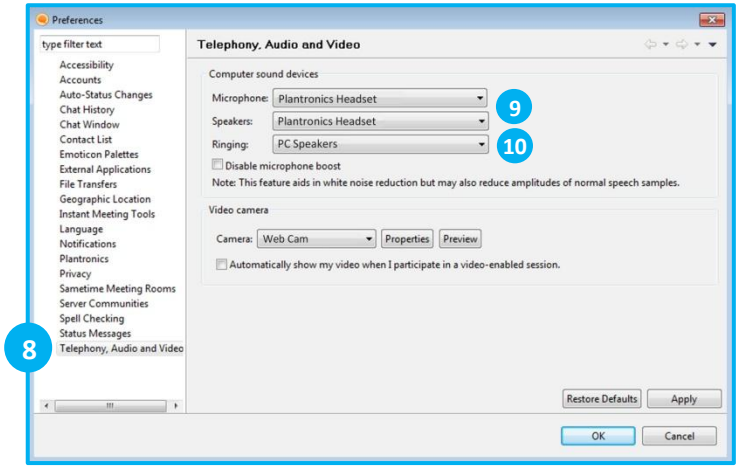
Note: Check with your IT staff before installing software on your computer.

Configuring IBM Lotus Sametime to always route call audio to the headset:

6. Click **File** in the upper left corner of the Sametime main screen.
7. Then select **Preferences**.
8. In the Preferences window, select **Telephony, Audio and Video**.
9. Select your Plantronics headset as the default device for both *Microphone* and *Speakers*.
10. Now you can select which device plays your incoming call alerts by selecting an option for *Ringing*. These sounds typically route through your PC speakers, but can come through your Plantronics headset if you prefer.
11. 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.





©2011 Plantronics, Inc. All rights reserved, Plantronics, the logo design, Savi and W730 are trademarks or registered trademarks of Plantronics, Inc. IBM, Lotus and Sametime are trademarks of International Business Machines Corporation, registered in many jurisdictions worldwide. Published 05.11

Making and Receiving Calls with IBM Lotus Sametime

To MAKE a call:

To call an existing Sametime contact, select the contact you would like to call (1). Right-click on their name and select **Call** (2).

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

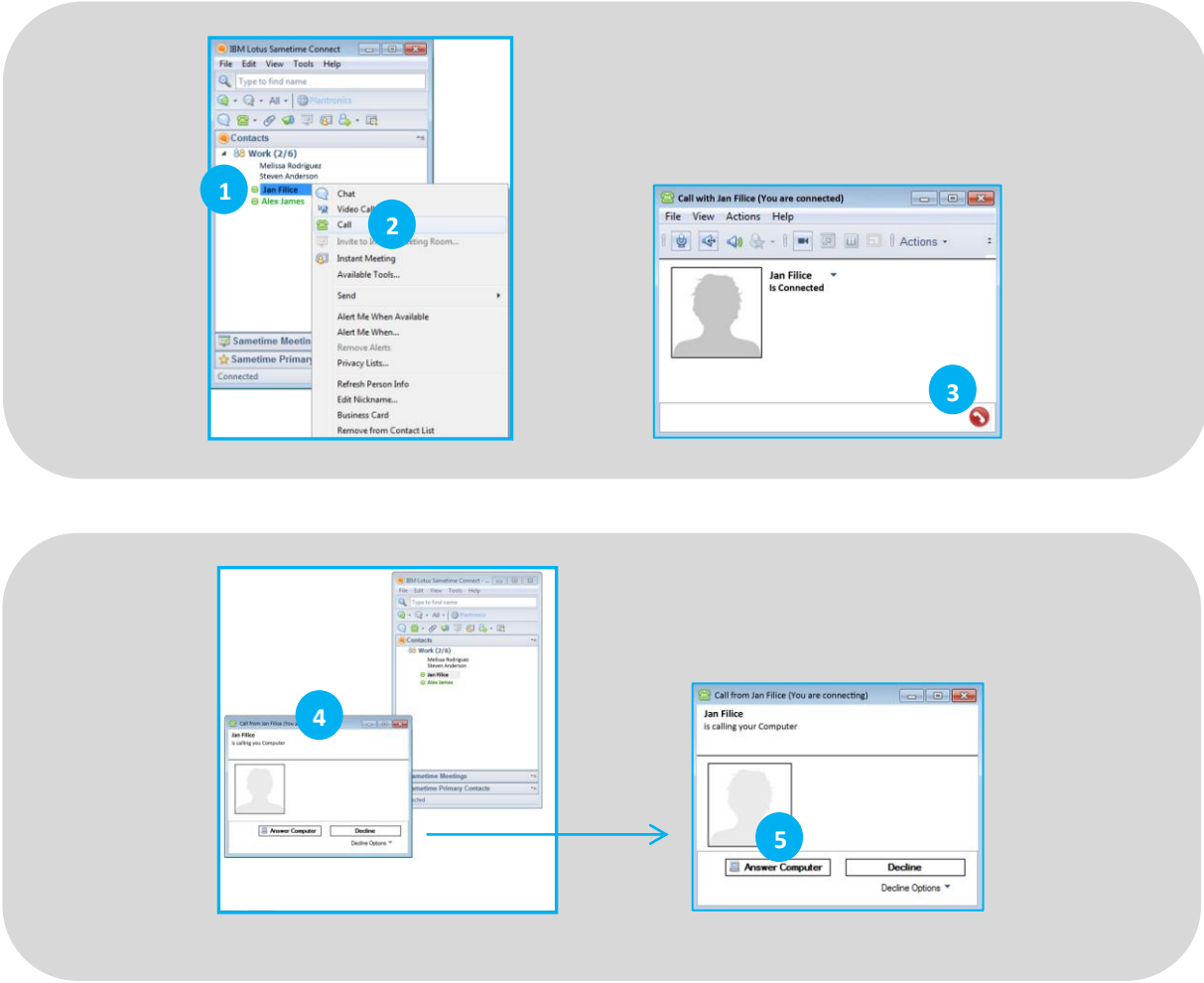
To END a call:

To end a Sametime call, use the controls on your headset or click the red phone icon at the bottom right of the call window (3).

To RECEIVE a call:

When you receive a call, a notification window will appear on your computer screen (4).

To answer the call, use the controls on your headset or click the **Answer Computer** button in the call notification window (5).



©2011 Plantronics, Inc. All rights reserved, Plantronics, the logo design, Savi and W730 are trademarks or registered trademarks of Plantronics, Inc. IBM, Lotus and Sametime are trademarks of International Business Machines Corporation, registered in many jurisdictions worldwide. Published 05.11