

## Savi® W740-M™ 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 W740-M Key Features:

- Manages PC, deskphone and mobile calls from a single headset
- One-touch call answer/end, vol +/-, mute and flash across devices
- Hot swappable battery for unlimited talk time (additional battery kit sold separately)
- Wireless freedom up to 350 feet from your desk
- Conference in up to three additional Savi headsets



### Getting started:

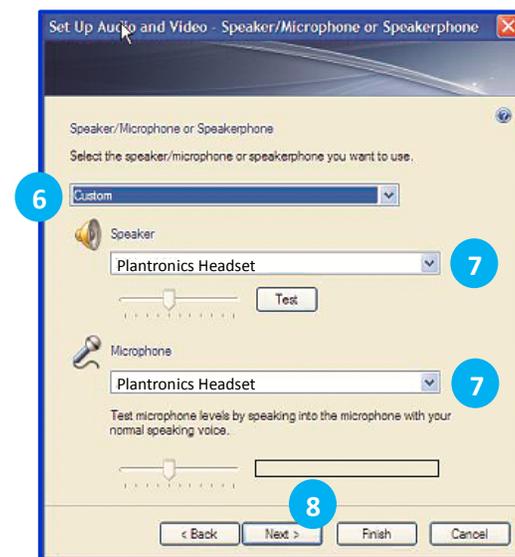
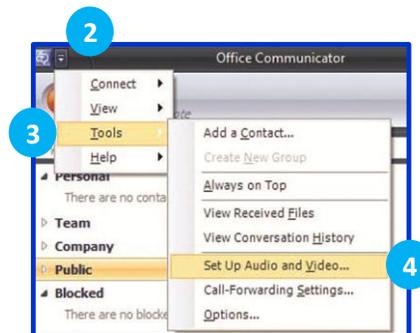
The Plantronics Savi headset is ready to use with your computer and **Microsoft® Office Communicator 2007**.

1. Connect your Savi base 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 Office Communicator to always route call audio to the headset:

2. Click the drop down arrow icon in the upper left corner of the Office Communicator window.
3. Select the **Tools** option.
4. Then select **Set Up Audio and Video**.
5. The first screen will be Setup for Handset or Headset. Verify that your Plantronics headset is selected in the drop down menu. Click **Next**.
6. This screen is Setup for Speakers/Microphone or Speakerphone. Select **Custom** in the main drop down menu.
7. Make sure your Plantronics headset is listed as your speaker and microphone in the two drop down lists.
8. 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.*



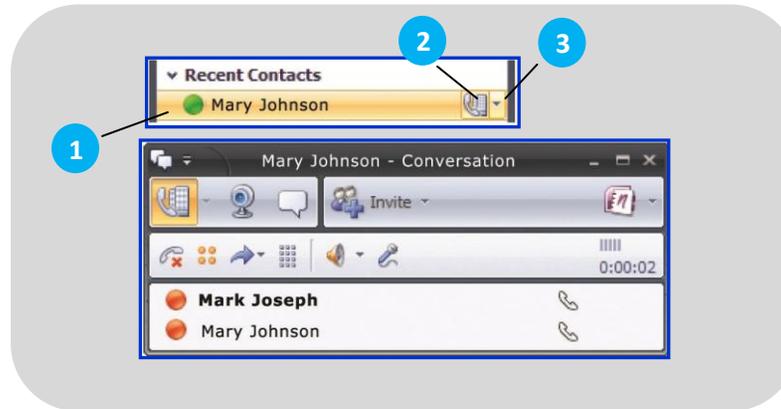
# Making and Receiving Calls with Microsoft Office Communicator 2007

## To MAKE a call:

To call an existing contact, select the contact you would like to call (1) and click the call button next to their name (2). To call other numbers for that contact, click the calling options arrow (3) to the right of the call button.

You can also enter a phone number manually using the search box located at the top of the Office Communicator screen.

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 hand corner of your computer screen (4).

To answer the call, use the controls on your headset or click the left pane (5) of the call notification window.

## To REDIRECT a call:

If it's not convenient to take the call, you can click **Redirect** (6) and choose one of the available options (7).

