

# P420-M™ USB speakerphone

User guide

## Welcome

Congratulations on purchasing your new Plantronics product. This guide contains instructions for setting up and using your Plantronics P420-M USB speakerphone.

The P420-M is a high quality USB speakerphone that is optimised for use with Microsoft® Office Communicator 2007. By default, the P420-M utilises its internal microphone and loudspeaker providing high quality communication for all your VoIP applications.

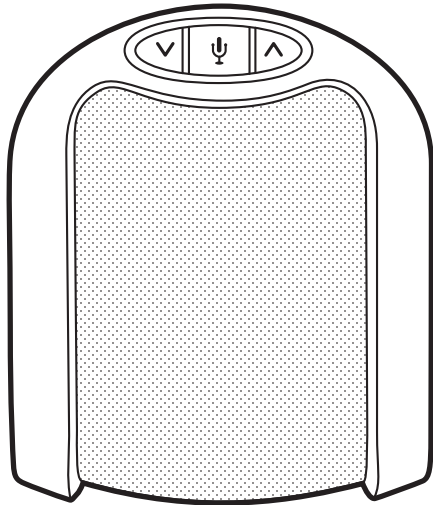
Please refer to the safety instructions in the Quick Start Guide for important product safety information prior to installation or use of the product.

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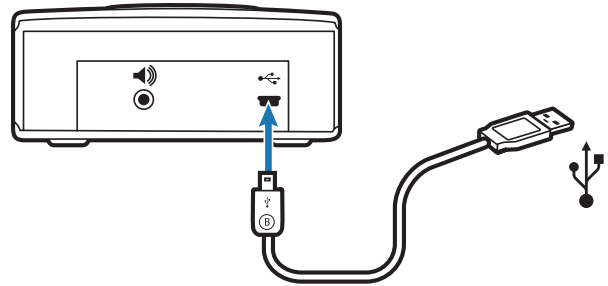
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# 1 Package contents and features

## 1.1 P420-M USB speakerphone



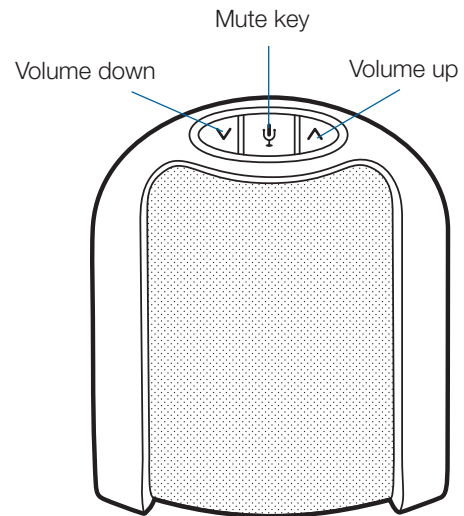
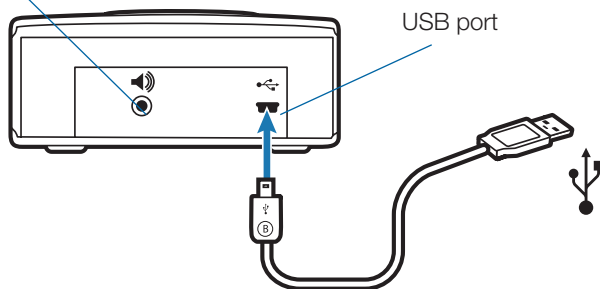
Speakerphone



USB cable  
(mini B to A)

## 1.2 P420-M USB features

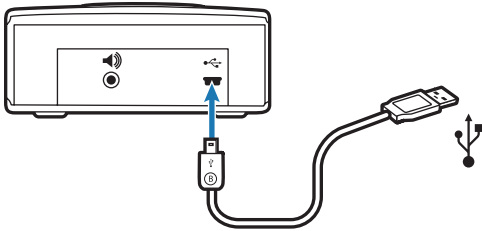
3.5 mm stereo jack  
(for external speakers  
or headphones)



# 2 Setup

## 2.1 Connecting USB speakerphone to PC

**1** Connect the USB cable to the USB port on the back of the speakerphone.



**2** Connect the other end of the USB cable to the USB port on your computer. A blue light will illuminate through the buttons on the top of the unit indicating the speakerphone is powered on and operating.

## 2.2 External speakers/headphones Connection

The P420-M is equipped with a 3.5 mm stereo headphones/external speaker connector. Connecting your computer's loudspeakers (or headphones) to the P420-M will disable the P420-M's internal speaker. Your computer's audio (music, VoIP communication or any other) will be passed through to the external speakers, maintaining the same sound quality your computer can deliver. While the internal speaker is disabled when using this connection, the P420-M's internal microphone is still functional.

## 2.3 Confirming P420-M is configured as Microsoft Office Communicator 2007 speakerphone

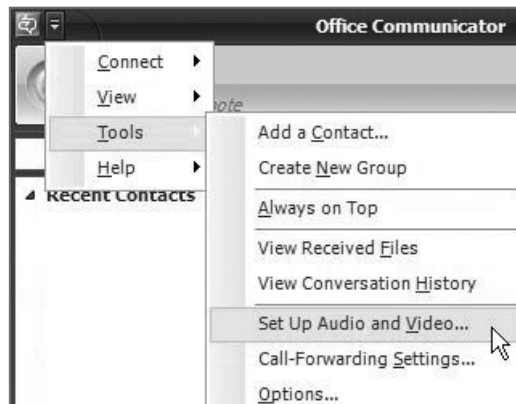
The P420-M works plug-and-play with Microsoft Office Communicator 2007 and requires no drivers or additional software. For most computers, the P420-M should become the default speakerphone device when connected to your computer. To ensure the P420-M is configured properly as the Microsoft Office Communicator 2007 speakerphone, follow these steps:

**1** Click the drop-down arrow on the upper left-hand corner.



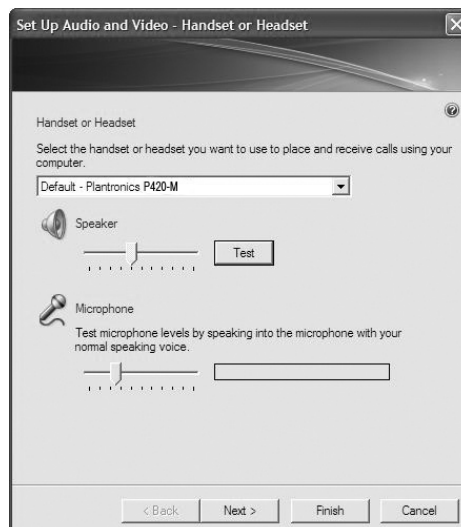
**2** Select the "Tools" option

**3** Select "Set up Audio and Video..."

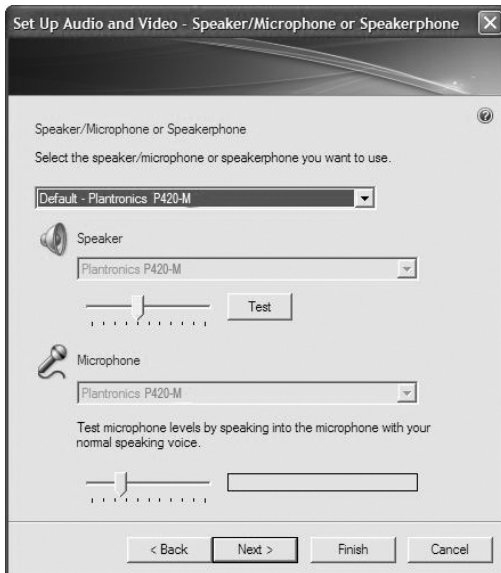


The Microsoft Office Communicator 2007 Audio and Video Wizard will now guide you through three set-up steps:

**A)** In step A, you will set the handset or headset you want to use. If the P420-M is the only Microsoft Office Communicator 2007 device connected to your PC, make sure P420-M is selected in the drop-down menu or make sure the headset or handset you wish to use is selected. Click Next.

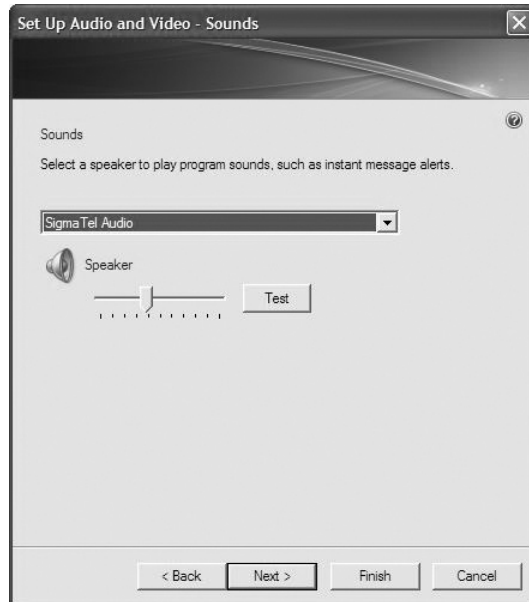


**B)** In step B, you will set the speakerphone you want to use. Make sure the speakerphone is set for P420-M by default. If it is not, then select P420-M in the drop-down lists under Speaker and Microphone. Click Next.



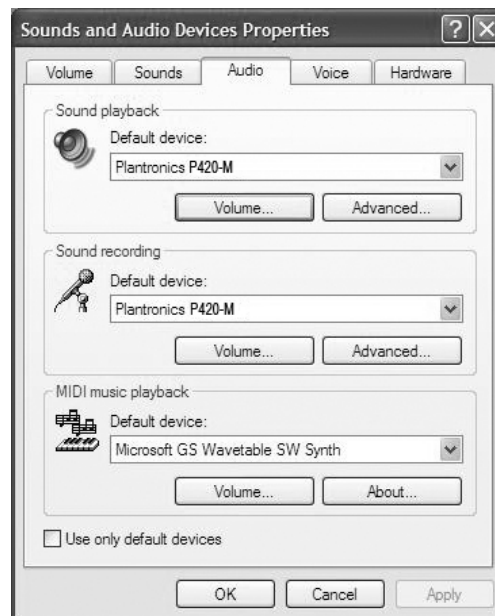
At this point, you may click Test to play a tone through the P420-M speaker and adjust the speaker volume. For Windows XP, the speaker slider will not adjust the volume on the P420-M (because of how the P420-M is required to enumerate to meet Microsoft Office Communicator 2007 certification requirements) so the volume must be adjusted using the P420-M controls on the unit. The microphone can also be adjusted at this point using the slider. Both sliders operate correctly with Windows Vista.

**C)** In step C, you will set the audio output location for your Microsoft Office Communicator 2007 program sounds. It is recommended that you use your PC speakers for this setting, if you have a sound card and speakers available, because system sounds can be distracting when played through the P420-M during a call.

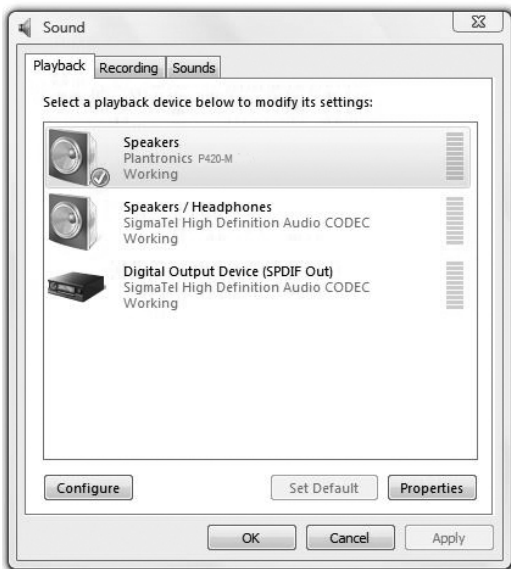


**NOTE** This step only controls Microsoft Office Communicator 2007 system sounds. Windows system sounds must be managed through “Sounds and Audio Devices” in the Control Panel. To make any further adjustments to Windows audio, do the following:

For Windows XP, click on the following: “Start”, “Settings”, “Control Panel” and select “Sound and Audio Devices”. From there, select the audio tab and make any further adjustments to the P420-M settings for Sound Playback (speaker) or Sound Recording (microphone).



For Windows Vista, click on the following: “Start”, “Control Panel”, “Hardware and Sound”, “Sound – Manage Audio Devices”. From there, select the Playback tab and make any further adjustments to the P420-M (speaker) settings. Then select the Recording tab and make any further adjustments to the P420-M (microphone) settings.



# 3 Using your P420-M USB speakerphone

## Volume up, volume down and mute

- 1 Press the down arrow (left button) to decrease the speaker volume.**
- 2 Press the up arrow (right button) to increase the speaker volume.**

**NOTE** A prolonged press of the volume buttons will increase or decrease the volume several levels until you stop pressing the button. The P420-M will beep when a volume up button or volume down button is pressed and a series of beeps when a prolonged press is performed. Each beep signals one level of volume increase or decrease.

- 3 Press the microphone icon (middle button) to mute the microphone.** A blue light will flash indicating that the microphone is muted.
- 4 Press this button again to unmute.** The blue light will become solid indicating the microphone is unmuted.





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