# plantronics®

# Calisto® P240™ Quick Setup Guide

**Welcome:**

Using a Plantronics Calisto handset 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.

**Calisto P240 Key Features:**

- LCD screen for easy menu navigation
- Answer/end/mute/dial/redial controls at your finger tips
- Integrated full duplex personal speakerphone for hands-free convenience
- Wideband and noise-canceling microphone offer the best PC audio available
- Slim, portable design easily fits into laptop bag

**Getting started:**

Follow the steps below to get call answer/end controls with your Calisto handset and **Avaya one-X® Agent**.

1. Connect your handset 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 Avaya one-X Agent to always route call audio to the handset:**

3. Click the Menu icon in the upper right corner of the main Avaya one-X Agent screen.
4. Select **Agent Preferences**.
5. Then choose **Audio**.
6. Next select the **Advanced** tab**.**
7. Select your Plantronics handset as the default device for both Playback and Recording.
8. When finished select **Ok**.

*Note: USB configuration settings are unique for each USB port. If you connect the handset to a different port you will need to make these changes again to set behavior for that USB port.*
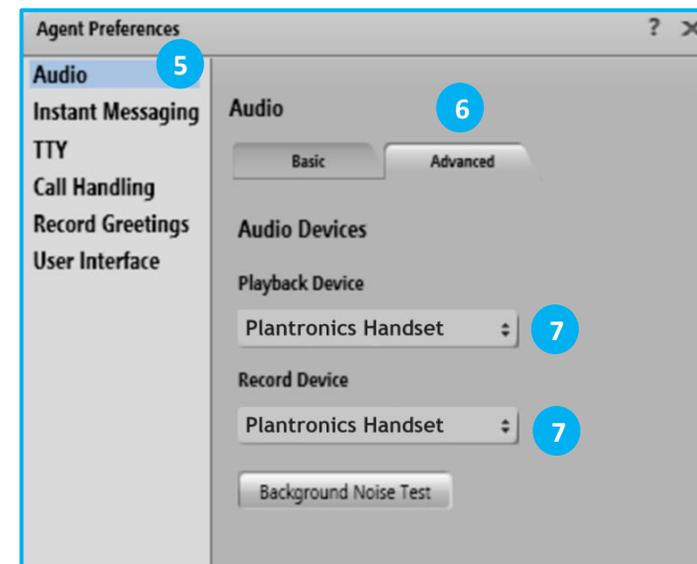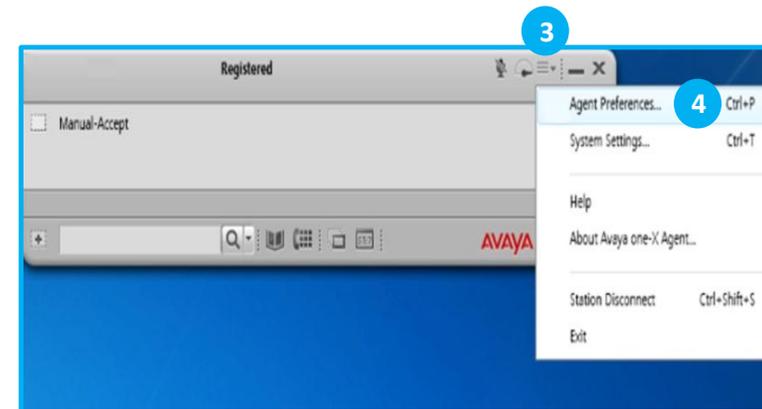
# Making and Receiving Calls with Avaya one-X Agent

**To MAKE a call:**

To call an existing contact, select the address book icon in the Avaya one-X Agent main screen (1). Then click the phone icon to the right of the contact's name that you would like to call (2).

You can also enter a phone number manually using the dial pad on the handset or using the text box above the contacts area in the Avaya one-X Agent main screen (3).

When a call is placed, a call notification will appear in the Avaya one-X Agent main screen, and the audio will be routed to your handset.

**To RECEIVE a call:**

When you receive a call, a notification will appear in the Avaya one-X Agent main screen (4).

To answer the call, use the controls on your handset or click the green phone icon in the call notification (5).