

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 Personal Communicator**.

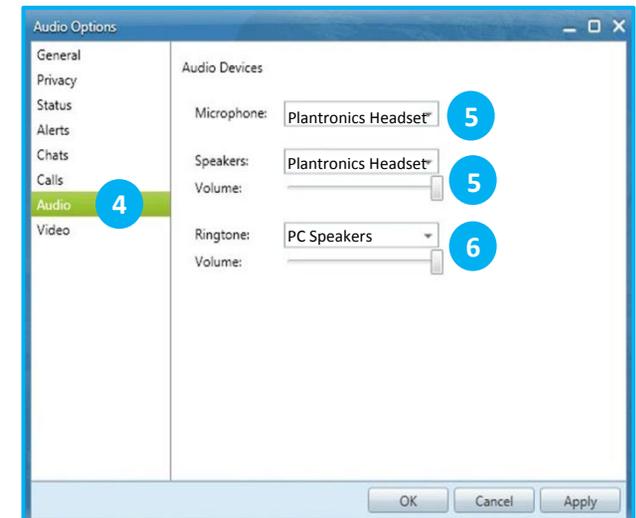
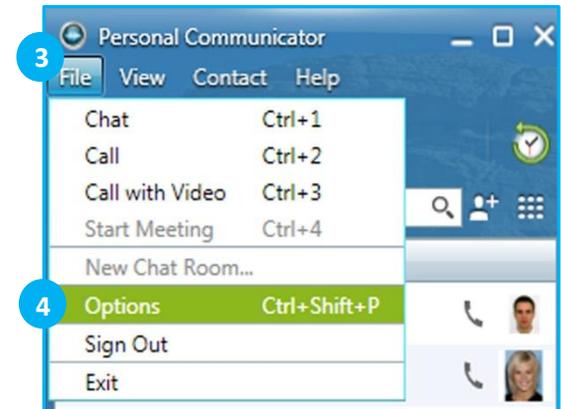
1. Connect your Savi Office base to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. To get call control features, please download the latest version of Plantronics software at plantronics.com/software.

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

Configuring Cisco Unified Personal Communicator to always route call audio to the headset:

3. Click **File** in the upper left corner of the Cisco Unified Personal Communicator main screen.
4. Select **Options**. Then select **Audio**.
5. Select your Plantronics headset as the default device for *Microphone* and *Speakers* option.
6. Now you can select which device plays your incoming call alerts by selecting and option for *Ringtone*. These sounds typically route through your PC speakers, but can come through your Plantronics headset if you prefer.
7. In this screen you can also adjust *Speakers* and *Ringtone* volume levels.
8. When you are finished adjusting volume levels, 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.



Making and Receiving Calls with Cisco Unified Personal Communicator

To MAKE a call:

To call an existing contact, select the contact you would like to call and click the phone icon next to their name (1).

You can also enter a phone number manually using the search box located near the top of the Personal Communicator screen (2).

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 corner of your computer screen (3).

To answer the call, use the controls on your headset or click the phone icon on the call notification window (4).

