

Plantronics and Avaya® Communicator Quick Setup Guide

WELCOME

Using a Plantronics headset for PC calls will deliver a simple, comfortable and better sounding audio experience than using your computer's internal microphone and speaker.

Follow these simple instructions and be ready to communicate in minutes.

GETTING STARTED:

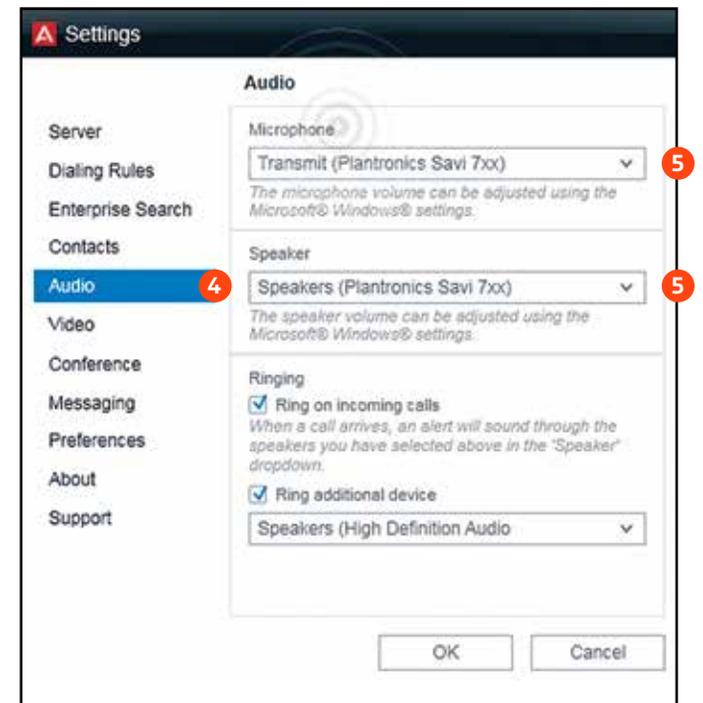
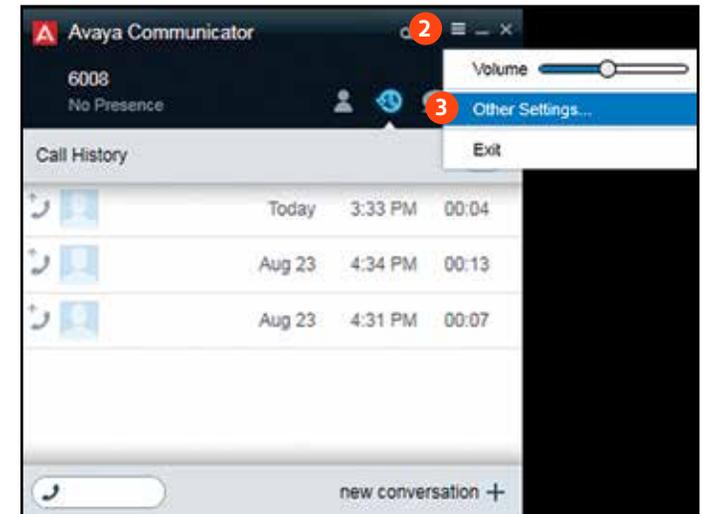
1. Connect your headset to the computer. If this is the first time you are connecting, wait for the installation process to complete.

CONFIGURING AVAYA COMMUNICATOR TO ALWAYS ROUTE CALL AUDIO TO THE HEADSET:

2. Click the **Menu icon** in the **Avaya Communicator** main screen.
3. Select **Other Settings**.
4. Next choose **Audio**.
5. Select your Plantronics headset as the default device for both Microphone and Speaker. **Click OK**.

Your Plantronics headset is now ready to use with your computer and **Avaya Communicator**.

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 Avaya Communicator

To MAKE a call:

To call an existing contact, select the person icon at the top of the **Avaya Communicator** 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 text box on the bottom left of the **Avaya Communicator** main screen (3).

When a call is placed, a call notification will appear in the **Avaya Communicator** main screen, 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 (4).

To answer the call, simply put the headset on. If you are already wearing the headset, use the controls on your headset or click the green phone icon in the call notification window (5).

