

Plantronics and Cisco Jabber® 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:

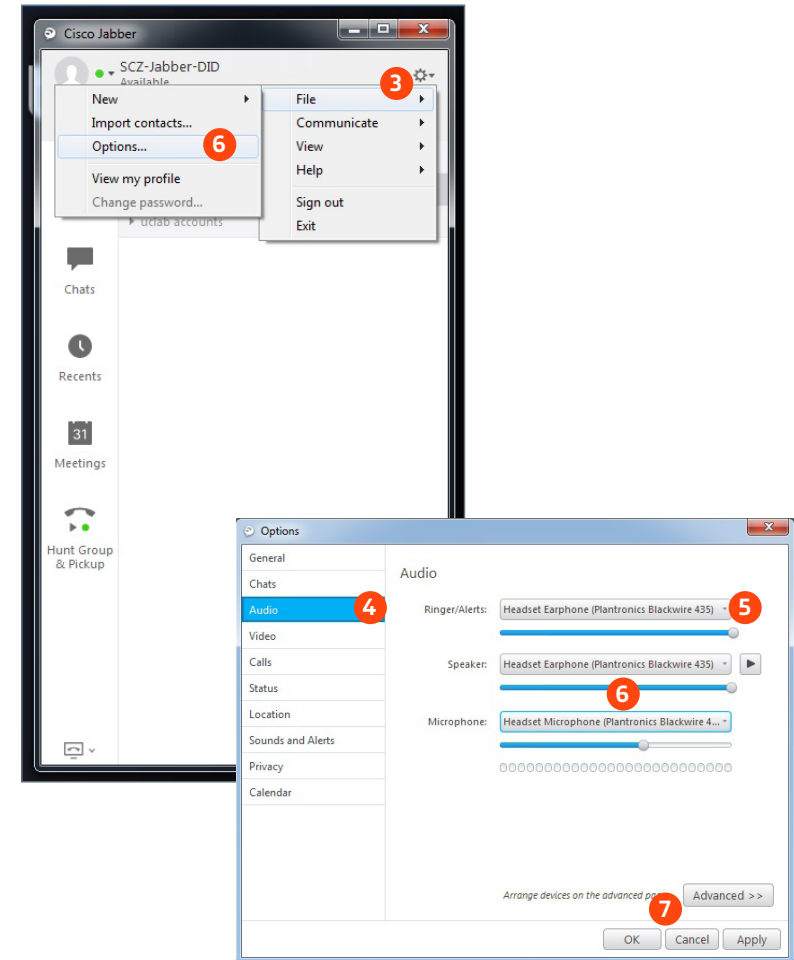
Follow the steps below to get call answer/end controls with your Plantronics headset and Cisco Jabber.

1. Connect your headset to the computer. If this is the first time you are connecting, wait for the installation process to complete.
2. **Call control is embedded in Jabber 10.5 and newer**, no software required.

CONFIGURING CISCO JABBER TO ALWAYS ROUTE CALL AUDIO TO THE HEADSET:

3. Click the **Settings Wheel** in the upper right corner of the Cisco Jabber main screen, then click **File**.
4. **Select Options**. Then select **Audio**.
5. Select which device plays your incoming call alerts by selecting an option for Ringer/Alerts. These sounds typically route through your PC speakers, but can come through your Plantronics headset if you prefer.
6. Select your Plantronics device as the default device for Speaker and Microphone options.
7. When you are finished, click **Apply**, then **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 Jabber

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 Cisco Jabber 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 answer button on the call notification window (4).

