

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.

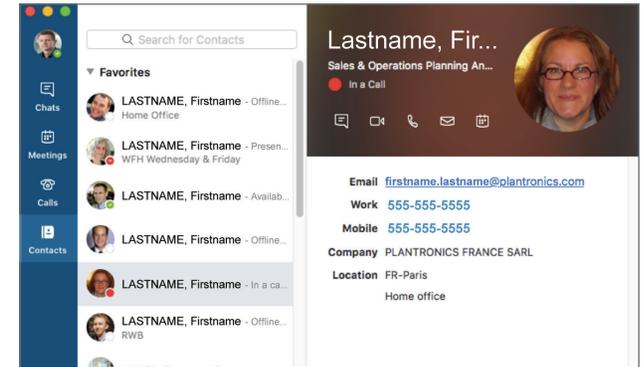
Plantronics and Skype for Business (Mac Version) Quick Setup Guide

GETTING STARTED:

Your Plantronics headset is ready to use with your computer and Skype for Business.

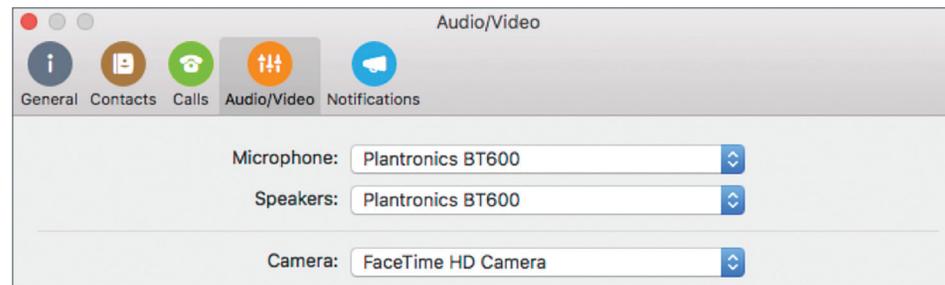
1. Connect your USB adapter to the computer
2. To get additional call control features, or call control please download the latest version of Plantronics Hub for Mac at plantronics.com/software

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.



CONFIGURING SKYPE FOR BUSINESS TO ALWAYS ROUTE CALL AUDIO TO THE HEADSET:

3. Click on the Preferences in the Skype menu
4. Select Audio/Video
5. Choose your Plantronics headset for Microphone and Speakers
6. Close Preferences when finished



Making and Receiving Calls with Skype for Business

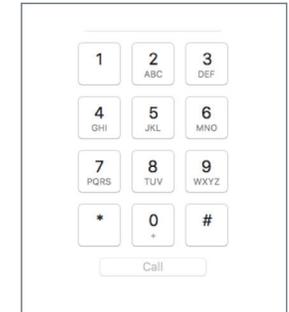
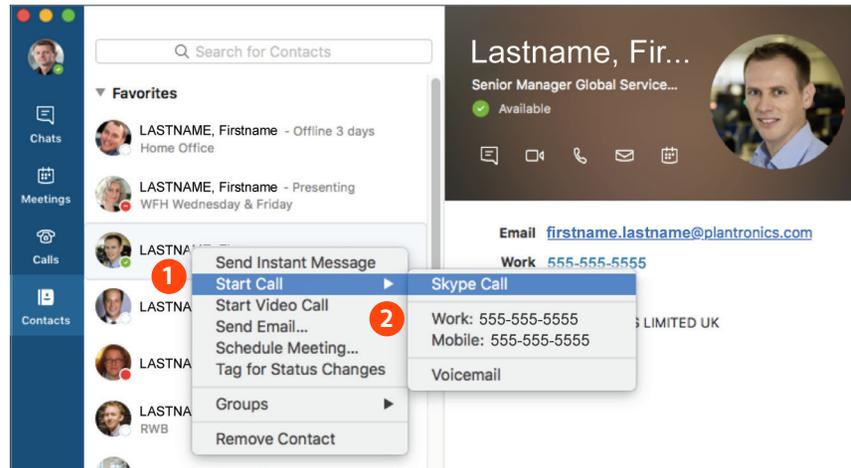
TO MAKE A CALL:

Hover over the image of the contact you'd like to call (1).

Then right click your mouse and select the call option you require (2).

You can enter a phone number manually using the Calls Tab dialpad.

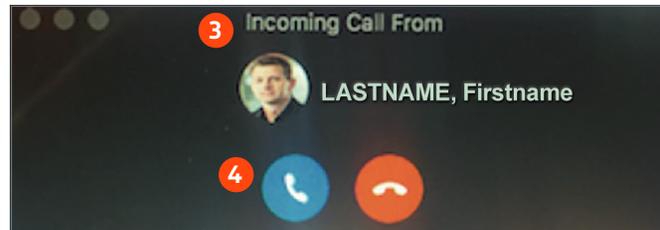
When a call is placed, a call window will open and the audio will be routed to your headset.



TO RECEIVE A CALL:

When you receive a call, a notification window will appear in the computer screen you are working on (3).

To answer the call, simply put the headset on. If you are already wearing the headset, use the controls on your headset or click on the blue call answer button (4).



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