

# Plantronics and Skype for Business 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:

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

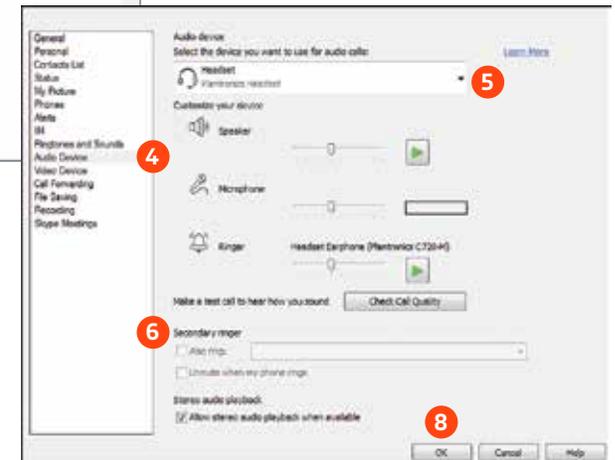
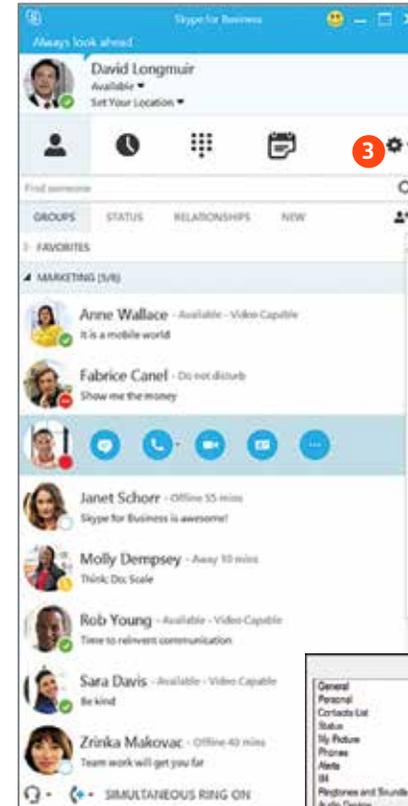
1. Connect your USB adapter to the computer. If this is the first time you are connecting, wait for the installation process to complete. Restart the computer if directed to do so.
2. To get additional call control features, or call control please download the latest version of Plantronics Hub at [plantronics.com/software](http://plantronics.com/software).

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

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

3. Click on the Options button in the main Skype for Business window.
4. Select the **Audio Device** option.
5. Choose your Plantronics headset for Audio Device.
6. Check the Also Ring box for Secondary Ringer and choose your PC speakers from the drop down menu if you would like them to ring for incoming calls.
7. In this screen you can also test and adjust volumes.
8. Click **Ok** when finished.

**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 Skype for Business

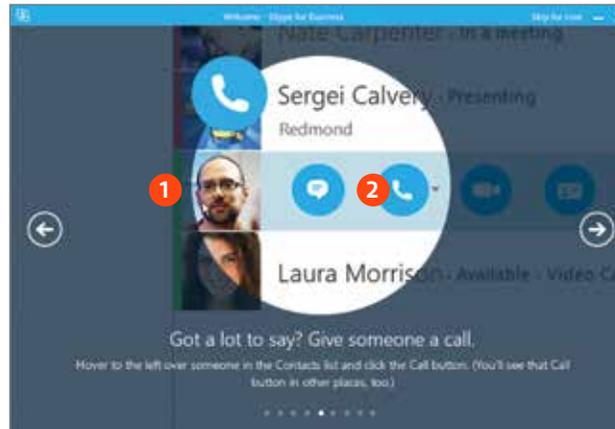
## To MAKE a call:

Hover over the image of the contact you'd like to call so your communication options appear to the right (1).

Then click the phone icon to place the call (2). You can also click the arrow next to the phone icon and choose a different calling option.

You can also enter a phone number manually using the search box located at the top of the main Skype for Business screen (3).

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

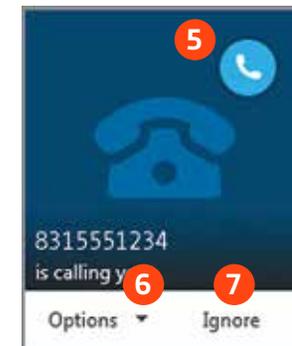
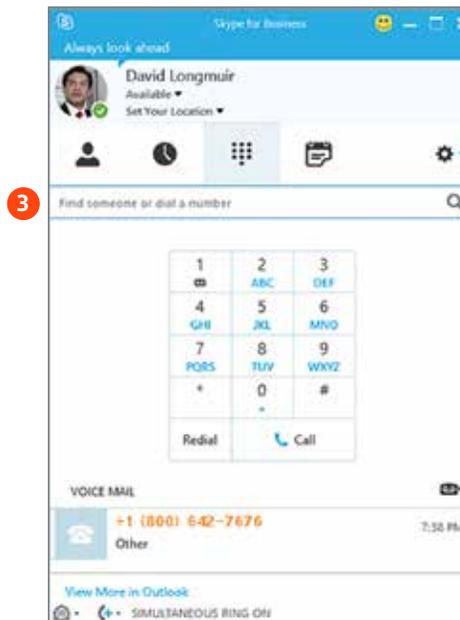
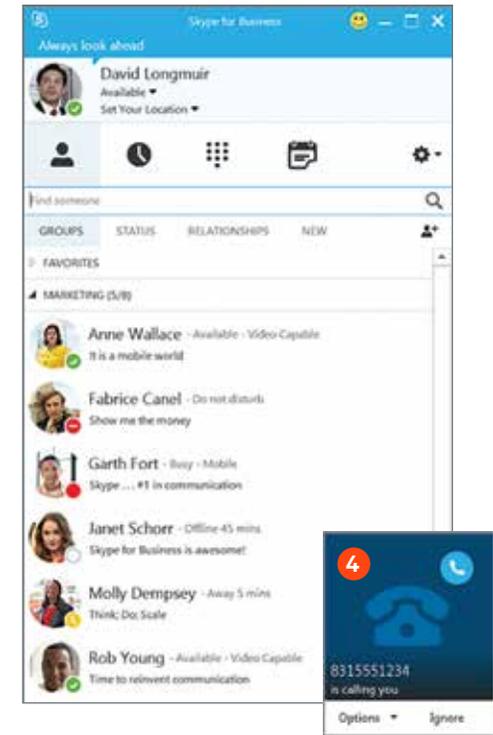


## To RECEIVE a call:

When you receive a call, a notification window will appear in the lower right corner of your computer screen (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 on the call notification window (5).

You can also redirect the call with one of the choices from the options menu (6) or ignore it (7).



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