





How to connect the Headset

Connect to PC via USB Cable:

- Connect one end of the USB cable to the PC port of the base.
- Connect the remaining end of the USB cable to the USB port of the PC.
- **Important:** You need to connect the PC to the micro USB port of the base marked with the text "PC".

Connect to Desk Phone via USB Cable:

- Connect one end of the USB cable to the USB port of the base.
- Connect the remaining end of the USB cable to the USB port of the desk phone.

Call Handling from the Base

- Answer a IPVoice Desktop App call: Press the **PC** button.
- Answer/end a desk phone's call: Press the **Phone** button.
- Reject a IPVoice Desktop App call: Double-press the **PC** button.
- Reject a desk phone's call: Double-press the **Phone** button.
- Redial a IPVoice Desktop App call: Double-press the **PC** button.
- Redial a desk phone's call: Double-press the **Phone** button.

Call Handling from the headset

- Answer a Call: Press the **Call Control** button or undock the headset.
- End a Call: Press the **Call Control** button or dock the headset.
- Reject a Call: Double-press the **Call Control** button.
- Hold a Call: Hold the **Call Control** button for two seconds.
- Resume Held Call: Hold the **Call Control** button for two seconds.
- Adjust the Volume: press the **Volume Up/Volume Down** button.
- Mute/Unmute: Press the **Mute** button.

NOTE: You can also Mute/Unmute the microphone, by raising and lowering the microphone boom.
An audible announcement is heard to indicate "Muted" or "Unmuted" status.
Mute indicator lights illuminate when mute is active.

Merge Two Calls into one Conference Call

Before you begin:

- The base is connected to the PC and phone via USB.
- There is an active IP Voice Desktop App call and an active phone call on the base.

Procedure:

1. Hold the **PC** button and **Phone** button for 2 seconds.
Two calls are merged.
2. To split the conference, hold the **PC** button or **Phone** button for 2 seconds.
After splitting the conference, the call corresponding to the button is active, and the other one is placed on hold.

End or Leave a Conference Call

To end the call for all headsets, press the **Call Control** button on the primary headset, or dock the primary headset in the base.

Transfer a call from desk phone to headset

Before you begin:

- The base must be connected to the Desk Phone via USB.
- A call is answered on the desk phone using the handset or speaker phone.

Procedure:

- Press the Call Control button on the headset.
- Lift the headset from the base.
It may be necessary to press the headset key on the desk phone. The audio will transfer from the desk phone to the headset.

Transfer a call from the headset to the desk phone

Before you begin:

- The base must be connected to the Desk Phone via USB.
- A call is answered on the headset.

Procedure:

- Do one of the following on the desk phone:
- Pick up the handset.
- Press the speaker key.
The audio will transfer from the headset to the desk phone.