





## 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.

## 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.

## 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:

- Lift the headset from the base.

## 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:

- Pick up the handset or press the speaker key.