

Unified Communications Phone Installation Instructions

Handset

Plug the USB cord into the computer.

Bluetooth Headset or Wired Headset

1. Plug the base into your computer and open Communicator.
2. Click **Tools > Set Up Audio and Video.**
Make sure your Headset Earphone is selected from the dropdown box. Here you can test the microphone and speaker levels of your headset.



3. Check the volume of your microphone. By default the volume is set at the maximum. It is recommended that you set it at half or lower. After you have adjusted your sound levels, click **Next.**
4. From here, you can select a different device to use for Speakerphone features.



5. Click **Next.**
Choose the device that will play notifications. Unless you will be wearing your headset all the time you will probably select *Default* to choose your computer speakers.
6. Click **Next** and then **Finish.**