



# P210-M™ USB Handset

## User Guide

OPTIMIZED FOR  
Microsoft®  
Office Communicator

## Welcome

Congratulations on purchasing your new Plantronics product. This guide contains instructions for setting up and using your Plantronics P210-M USB handset.

The P210-M is a high quality USB handset that is optimised for use with Microsoft Office Communicator 2007. By simply connecting the P210-M into the USB port on your PC or laptop, you can make or receive calls and access the communication functions of Microsoft Office Communicator.

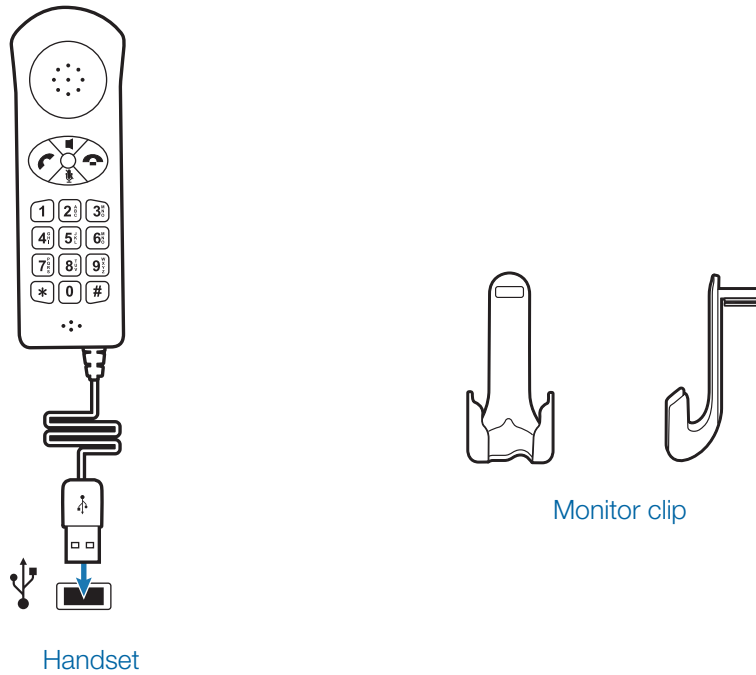
Please refer to the safety instructions in the Quick Start Guide for important product safety information prior to installation or use of the product

# Contents

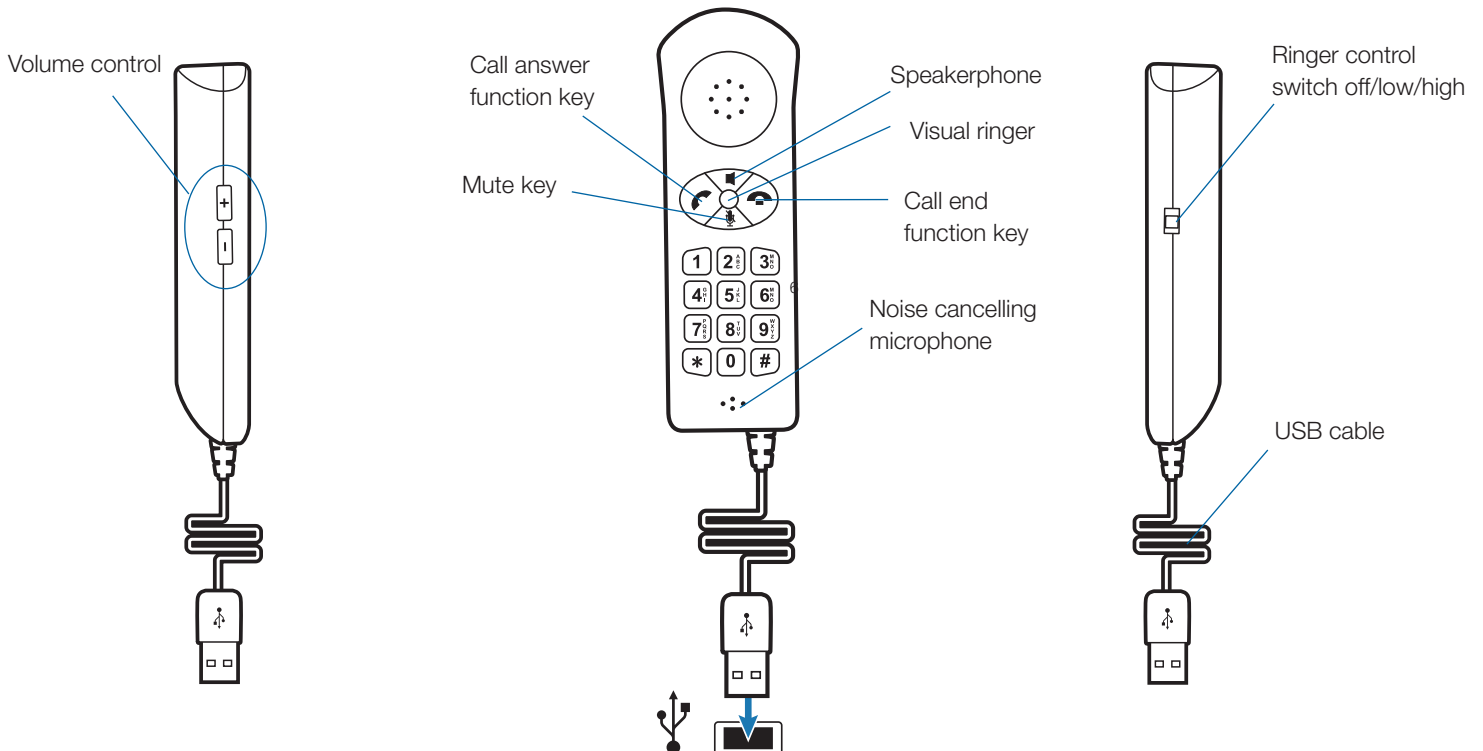
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# 1 Package contents and features

## 1.1 P210-M handset



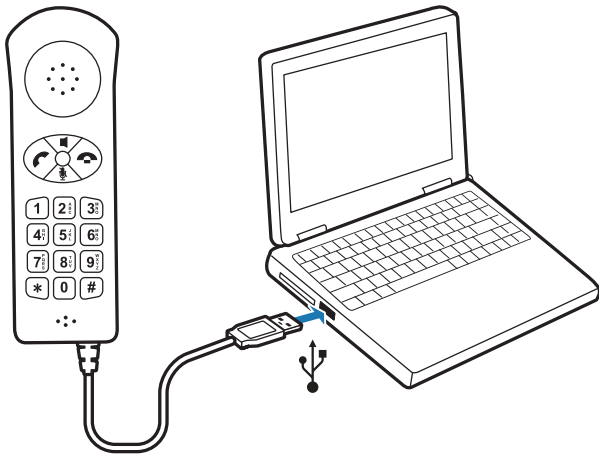
## 1.2 P210-M handset features



## 2 Set-up

### Connecting USB phone to PC

- 1 **Connect the P210-M USB cable into any open USB port on your computer.** Windows will automatically detect a new device and no additional drivers are necessary.



## 3 Using your P210-M USB headset

### Placing a call using Microsoft Office Communicator

- 1 **To place a call using the Microsoft Office Communicator contact list, open the contact list by double-clicking the Microsoft Office Communicator icon.**
- 2 **Select the desired number from the list and click the handset icon to the right of the contact's name.** The call may ring on the speakers but will transfer to the handset upon answer. The call can be transferred to the handset while dialling by pressing the speakerphone button on the handset.

### Placing a call using the dial pad

- 1 **To place a call with the dial pad, dial the desired number on the P210-M dial pad and press the green call/answer function key.** The call may ring on the speakers but will transfer to the handset upon answer. The call can be transferred to the handset while dialling by pressing the speakerphone button on the handset.

## Answering and ending a call

- 1 To answer a call press the green call/answer function key.**
- 2 To end a call press the red call end function key.**

## Answering a call during an active call

- 1 To answer an incoming call while engaged in an active call, press the red call end function key.** This will disconnect the current call and allow the incoming call to ring.

OR

- 2 You can place the first call on hold in Microsoft Office Communicator and answer the second call either in Microsoft Office Communicator or by pressing the green call/answer button.** You can manage/resume calls with the hold function as usual within Microsoft Office Communicator.

## Muting the microphone

- 1 To mute the microphone during a call, press the mute key.** An LED will indicate the microphone is muted.
- 2 To unmute the microphone, press the mute key again.** The LED will turn off.

## Adjusting incoming volume

To increase or decrease the incoming volume, press the + or – buttons on the side of the P210-M.

## Ringer adjustment

To adjust the ringer volume or turn the ringer off, use the ringer control switch on the side of the P210-M. In the event a call is received and the ringer control switch is "off", the visual ringer will indicate an incoming call.

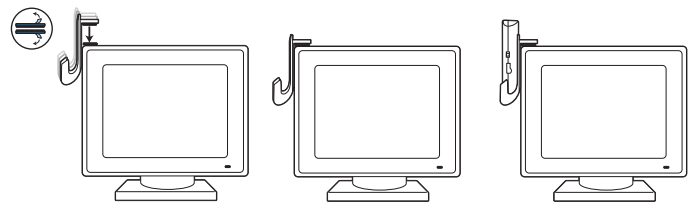
## Speakerphone activation

- 1 Press the speakerphone key.** The audio functions will be transferred to the computer speakers and microphone or whichever device you have set as the default within Microsoft Office Communicator.
- 2 Press the speakerphone key again and the audio functions will be transferred back to the P210-M.**

**NOTE** If you would like to adjust the default device settings in Microsoft Office Communicator, please refer to the quick help guide at [www.plantronics.com/ucassistance](http://www.plantronics.com/ucassistance).

## Using the monitor clip

- Using the fastening material provided, attach the monitor clip to your computer monitor as shown below.
- Place the handset into the clip.



# 4 Troubleshooting

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## Dialling error

In the event of a misdial when dialling from the handset, clear the memory by pressing the green call/answer button followed by the red call end button. You can then start to dial again.

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## Resetting the P210-M

In the event that it is necessary to reset the P210-M, complete the following:

- 1 Close Microsoft Office Communicator.
  - 2 Disconnect the P210-M USB cable from the USB port on your computer.
  - 3 Reinsert the USB cable into the USB port on your computer.
  - 4 Restart Microsoft Office Communicator.
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For product support, contact us at [www.plantronics.com/support](http://www.plantronics.com/support).

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