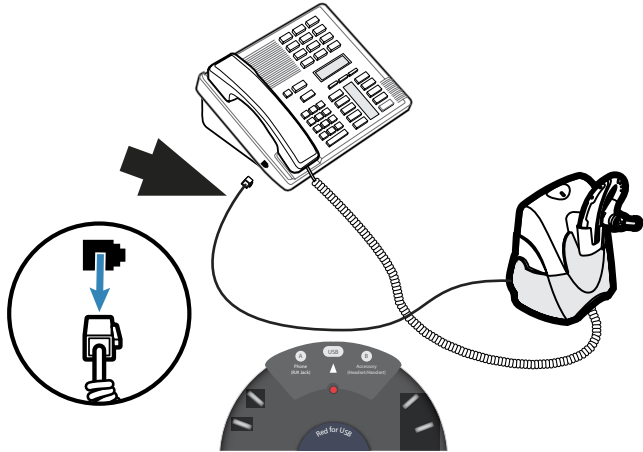


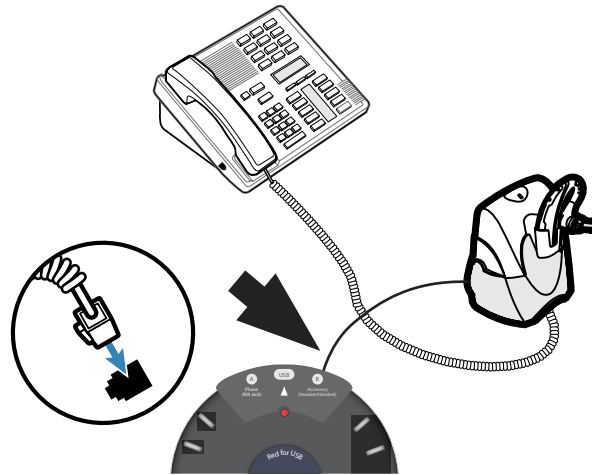
# Set-Up Guide for ZoomSwitch™ Model ZMS20-UC



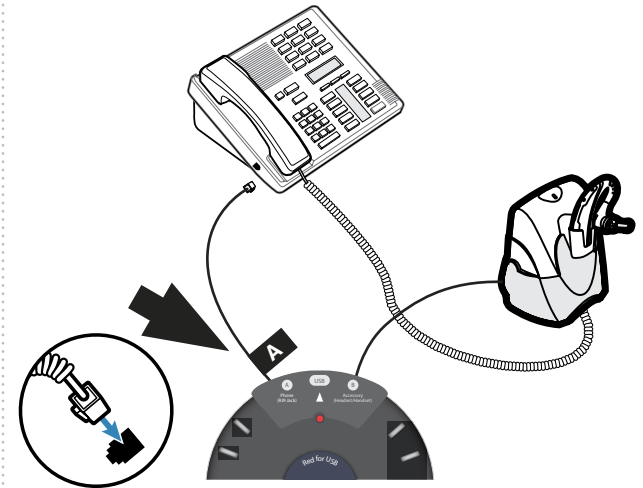
- 1** Unplug the cable that is currently connected to the left side or left underside of your telephone set (the other end will remain connected to your headset base or amplifier.)



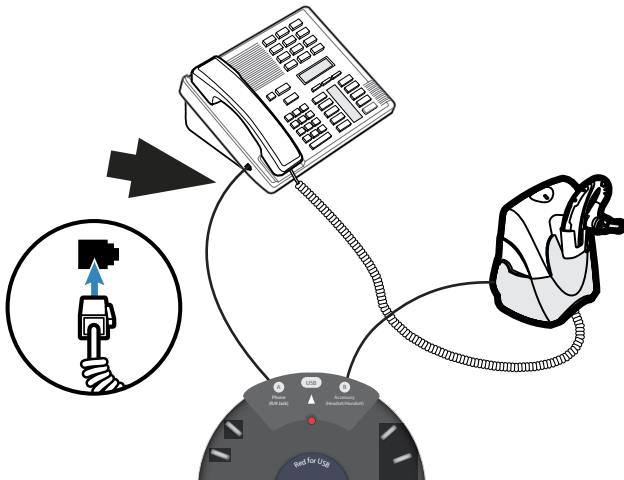
- 2** Take the cable you just pulled out in Step 1 and plug it into the accessory port (port B) of the ZoomSwitch.



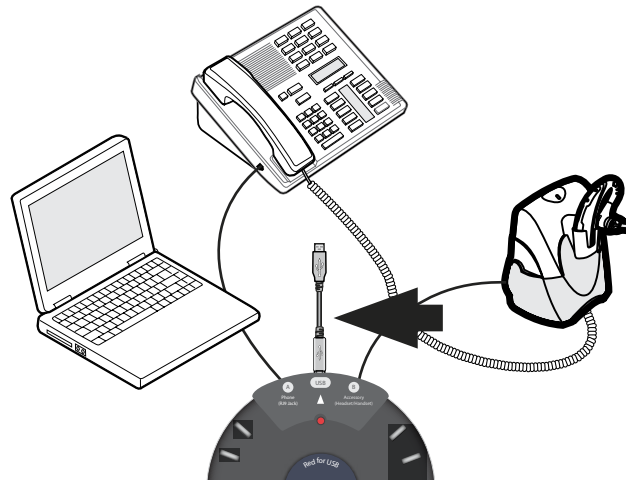
- 3** Make sure the black phone cable that comes with the ZoomSwitch is plugged into Port A of the ZoomSwitch.



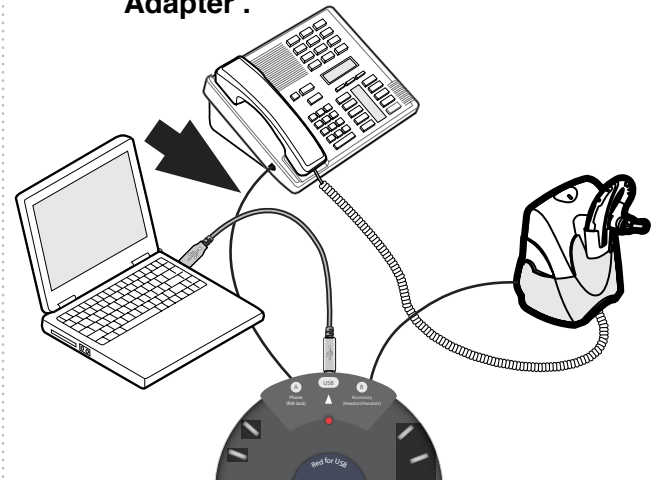
- 4** Plug the other side of the black phone cable (labelled phone) into your telephone.



- 5** Plug the USB cable that came with the ZoomSwitch into the ZoomSwitch USB port.



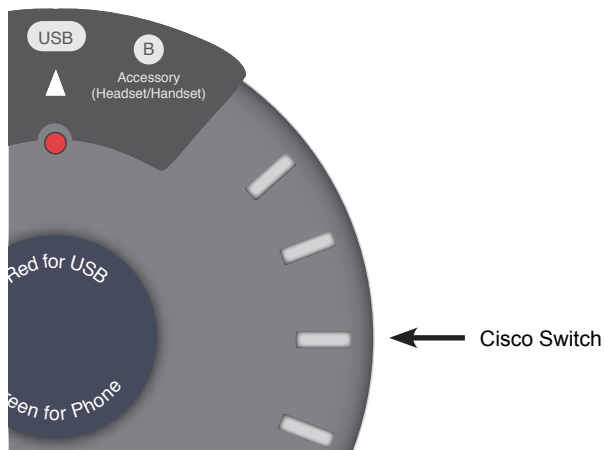
- 6** Plug the other end of the USB cable into your computer's USB port. **Once connected, the device will be installed as 'ZoomSwitch USB Adapter'.**



# Set-Up Guide for ZoomSwitch™ Model ZMS20-UC



**7** If you are using a Cisco phone, make sure the switch located on the right side of the ZoomSwitch is set to “Cisco”. For all other phone models, make sure the switch is set to “Normal”.



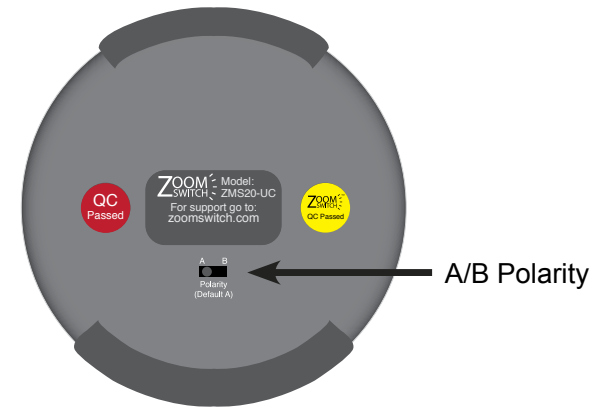
## **Testing:**

Now that the ZoomSwitch is set up, test it by making regular phone calls, listening, and talking on your headset through your computer.

To operate the ZoomSwitch and use your headset on both your computer and phone, just push the large button in the center of the ZoomSwitch. You will see the indicator light change accordingly.

## **Troubleshooting:**

If you have trouble being heard on the computer side, you may need to change the position of the A/B polarity switch on the bottom of the ZoomSwitch.

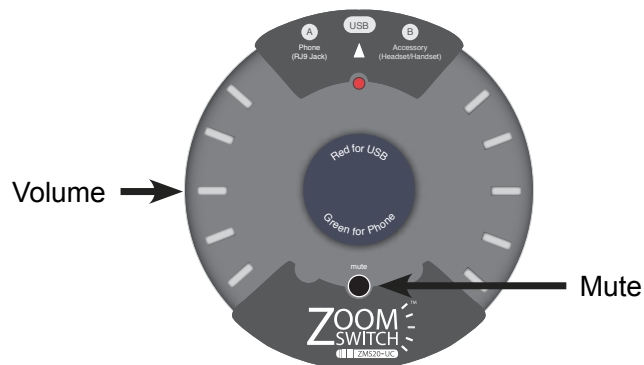


## **Mute:**

If you cannot hear, verify that the ZoomSwitch is not muted. A muted ZoomSwitch is indicated by a flashing light.

## **Volume:**

You can adjust the computer volume using the dial located on the left side of the ZoomSwitch.



## **Still need help?**

We will be happy to assist you.  
Please contact us at:

[support@zoomswitch.com](mailto:support@zoomswitch.com)

[www.zoomswitch.com](http://www.zoomswitch.com)