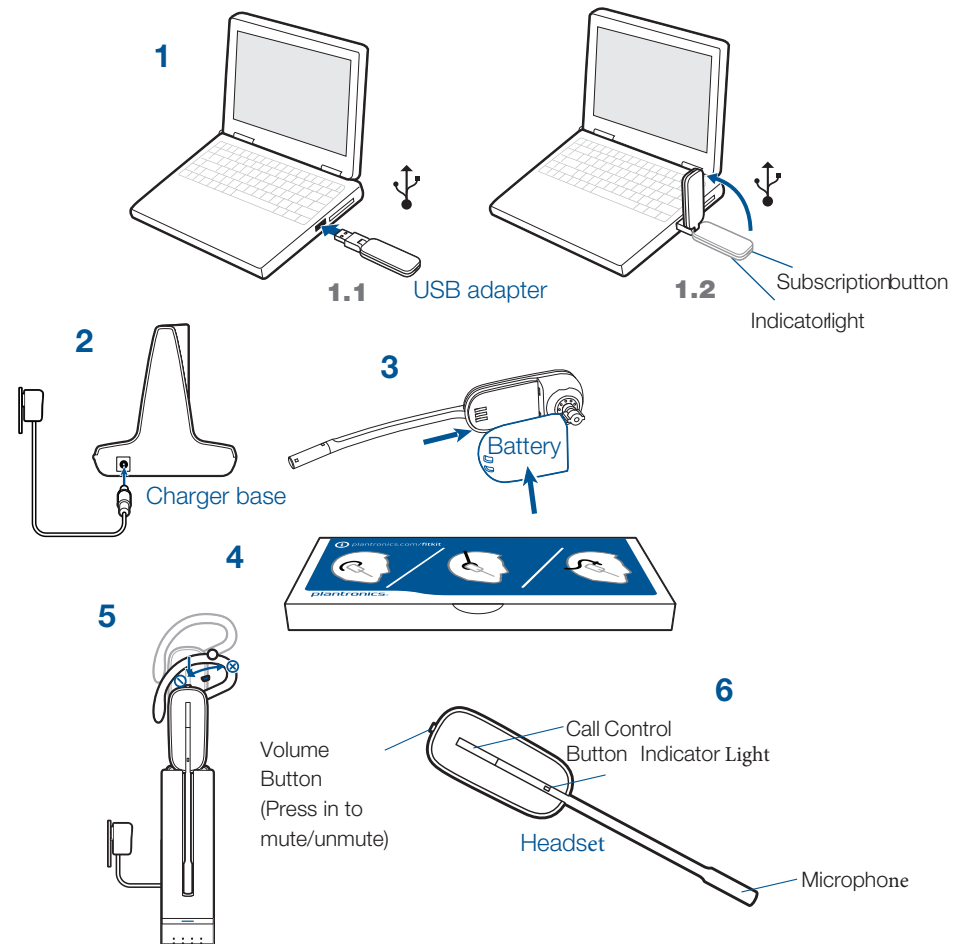




# Savi W440-M Quick Start Guide

For immediate  
technical or installation  
support, call us at

**800.641.6416**



## Registering Your Product and Plantronics Software

Visit [plantronics.com/productregistration](http://plantronics.com/productregistration) to register your product online so we can provide you with the best service and technical support.

We also recommend that you install the Plantronics software located at [plantronics.com/software](http://plantronics.com/software). With it installed you can:

- Customize your headset and USB adapter settings to your personal preferences
- Automatically manage your PC multimedia so you never miss a call
- Quickly access links to product support and software/firmware upgrade information

## 1 Connecting USB Adapter to PC

1-1. **Insert the USB adapter into USB Port on PC.** The indicator light on the USB adapter will be solid red to indicate the USB adapter is powered on and will turn solid green when it finds the headset.

1-2. **The USB adapter can be folded as shown.**

**NOTE** The headset may need to be charged before the USB adapter can find it.

**IMPORTANT NOTE** It is recommended that Windows be updated with Service Pack levels listed below:

Microsoft Windows XP Service Pack 3 (SP3) or later

Microsoft Windows Vista Service Pack 1 (SP1) or later

## 2 Connecting Power Supply to Charger Base

2-1. **Connect the base power supply into the power jack on the charger base.**

2-2. **Connect the power supply to the outlet.** The power indicator light will be solid green.

## 3 Installing Battery to Headset

3-1. **Position the battery as shown on headset and slide into position until the battery snaps into place.**

**NOTE** This product has a replaceable battery. Use only the battery type supplied by Plantronics.

## 4 Choosing and Assembling Headset Wearing Style

4-1. **Choose a headset wearing style and use the fit kit to assemble.**

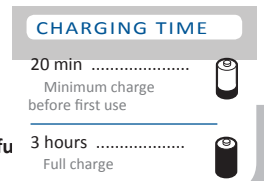
**NOTE** Ensure the large end of the eartip faces towards the microphone.

## 5 Docking and Charging Headset

5-1. **Gently push the headset into the charge cradle.**

The charging indicator light on the headset will flash white to indicate that the headset battery is charging.

5-2. **Charge for at least 20 minutes prior to the first use. A fu**



**NOTE** The USB charging cable can also be used to charge the headset. To successfully charge your headset with the USB cable the PC must be on and in an active state (not standby). The charging time will vary according to the number of other devices drawing power from the PC's USB port(s).

## 6 Making a Test Call Using Microsoft® Lync/

### Office Communicator

6-1. **Ensure Microsoft Lync/Office Communicator is running on your PC.**

6-2. **While wearing your headset, press the call control button on the headset.** The USB adapter indicator light will flash green indicating a radio link is active with the headset.

6-3. **Set the headset and microphone volume to a comfortable level using the Microsoft**

**Lync/Office Communicator "Set Up Audio and Video" page.\***

6-4. **Place a test call using Microsoft Lync/Office Communicator.**

6-5. **Adjust the receive and transmit volume to comfortable levels using the volume control in the "Conversation Window".\***

6-6. **You can also fine tune the listening volume on the headset. When wearing the headset on your right ear, push the volume button up to increase the volume and push the volume button down to decrease the volume. The opposite is true when wearing on left ear.**

6-7. **Press the volume button in to mute/unmute the call.** The USB adapter indicator light will flash red when the headset is muted.

6-8. **To end the test call, press the call control button on the headset.**

\* Consult Microsoft Lync/Office Communicator Help for more information.

## 7 Listening to Other PC Audio

Follow these steps to ensure that the PC audio you want to listen to is routed to your Savi W440-M device.

7-1. **Go to "Control Panel" and open "Sounds and Audio Devices".**

7-2. **In the "Audio" tab, select your Savi W440-M under "Sound Playback".**

7-3. **Launch the application that contains the PC audio and press play.**

Do not use headphones / headsets at high volumes for an extended period of time. Doing so can cause hearing loss. Always listen at moderate levels. See [plantronics.com/healthandsafety](http://plantronics.com/healthandsafety) for more information on headsets and hearing.