

### Answering Calls

When ringing, press the **Answer / Hang Up Button**.

### Making Calls

Press the **Answer / Hang Up Button** to hear dial tone, then dial the phone number on your phone.

### Ending Calls

To end a call press the **Answer / Hang Up Button**.

### Low Battery

When on a call a single low tone will repeat every 15 seconds indicating that the battery is low. The headset should be recharged immediately.

If you are not on a call and press the **Answer / Hang Up Button**, you will hear three low tones if the battery is critically low. The headset should be recharged immediately.

### Out of Range Warning Tones

If you are on a call and go out of the operating range, you will hear three low tones. You will hear a single mid tone when you are back in range.

If you stay out of range, an active call will be suspended. The call will re-establish when you walk back into range. If you remain out of range for more than 5 minutes, the system will drop the call.

If you are not on a call and go out of the operating range and then press the **Answer / Hang Up Button**, you will hear a single tone for the button press and three low tones for the failure to make a link.

### Headset Assembly Configuration

The headset comes with two configuration options: Earloop & Headband.

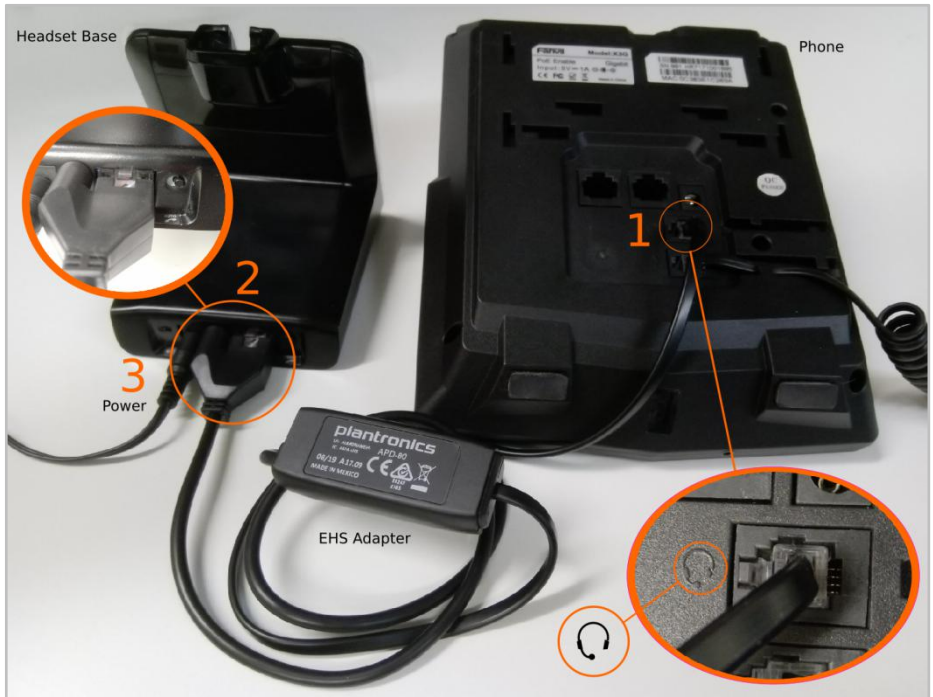
**Note:** It is recommended the headband configuration be used when the headset must be shared between people.

## Connecting The Headset to Your Phone

### Connect the Plantronics base in 3 easy steps:

Please refer to the picture below for clarification of each step

1. Plug the EHS adapter into the phone's headset port
2. Plug the EHS adapter into the headset base charging cradle
3. Connect power to the headset base charging cradle



Remember to charge your headset on the base for 8 hours before first use and leave it charging on the base when not in use.

### Additional Help

For more information on using your phone please visit [dialplan.co.nz](http://dialplan.co.nz)

For support with system configurations or problems please call **0800 342 575**