



Telephone Headset Configuration and User Guide

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Configuring the telephone headset

Before you can use your telephone headset, you must configure the headset to work with an Alcatel telephone at QUT.




1. Connect the Switch Box to the telephone:

- Unplug the telephone handset cable from beneath the telephone.
- Plug the small joiner cable (supplied with the Switch Box) from the Switch Box () to the handset port beneath the telephone.
- Plug the telephone handset cable into the Switch Box port (- Check that both silver buttons on the Switch Box are set to the upper position.
You should now be able to hear a dial tone when you lift the telephone handset.

2. Connect the Headset to the Switch Box:

- Plug the headset into the headset port on the Switch Box.
- Press the **Headset** key on the telephone.
- Press the **Headset** button on the Switch Box to turn on the headset.
- Press the **Handsfree** button on the telephone and a dial tone should be heard through the headset.

Using the telephone headset

1. Press the **Headset** key on the telephone to turn the headset on/off. All calls should now be heard through your headset.
2. Press the **Handsfree** key  on the telephone to answer a call.
3. Press the **Hangup/Release** key  to hang up.
4. Press the **Mute** button on the Switch Box or press the **Mute** key  on your telephone handset to mute your voice.