

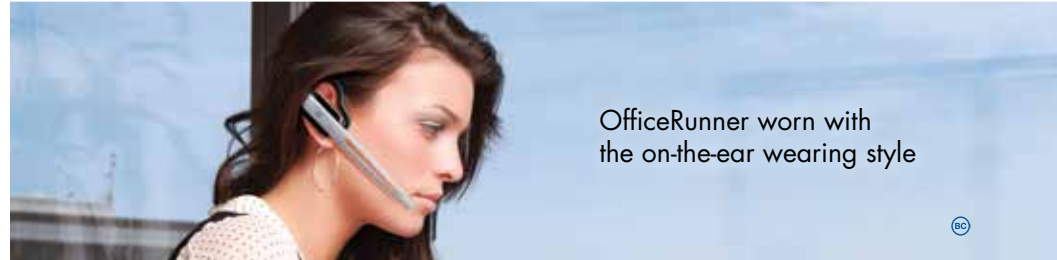
Thanks for buying the best wireless office headset available!

To get you started, we've put together some easy instructions for your new headset system. It should only take a few minutes to set up. If you have any questions, we're here to help.

Call us at 1-800-HEADSETS (1-800-432-3738)
Monday - Friday 6am - 4:30pm Pacific Time

Would you rather watch a video of how to set-up your OfficeRunner? Visit www.headsets.com/support

© 2018 Headsets.com, Inc. All rights reserved.

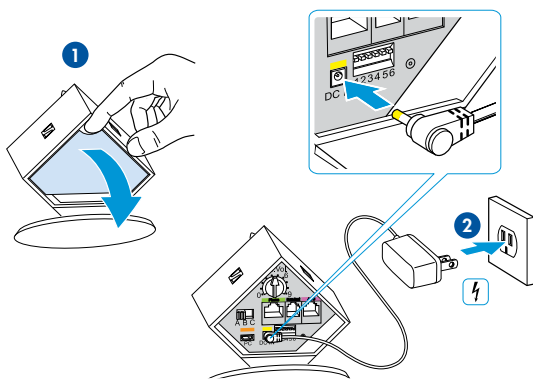


OfficeRunner worn with the on-the-ear wearing style

1: Connect the OfficeRunner to your desktop phone—it's quick and easy, we promise

A

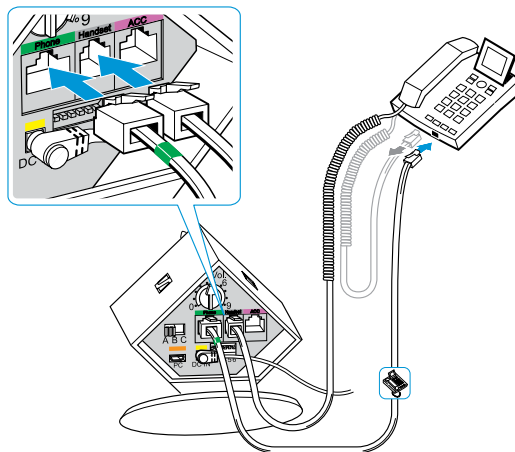
Plug in the headset base for power



1. Remove the back plate.
2. Plug the included AC adapter into a wall outlet and the "DC IN" of your headset base.

B

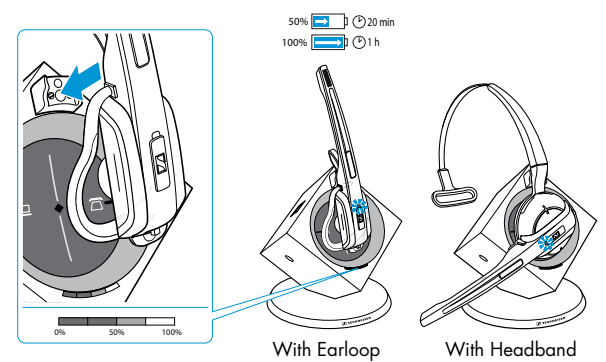
Connect the base to your phone



1. Unplug your telephone handset's curly cord from the base of your telephone. Then plug this cord into your headset base where it says "Handset."
2. Plug the cord with the green tape that came with your OfficeRunner into your headset base where it says "Phone" and then plug the other end into the base of your telephone where the handset curly cord was.

C

Charge your new headset

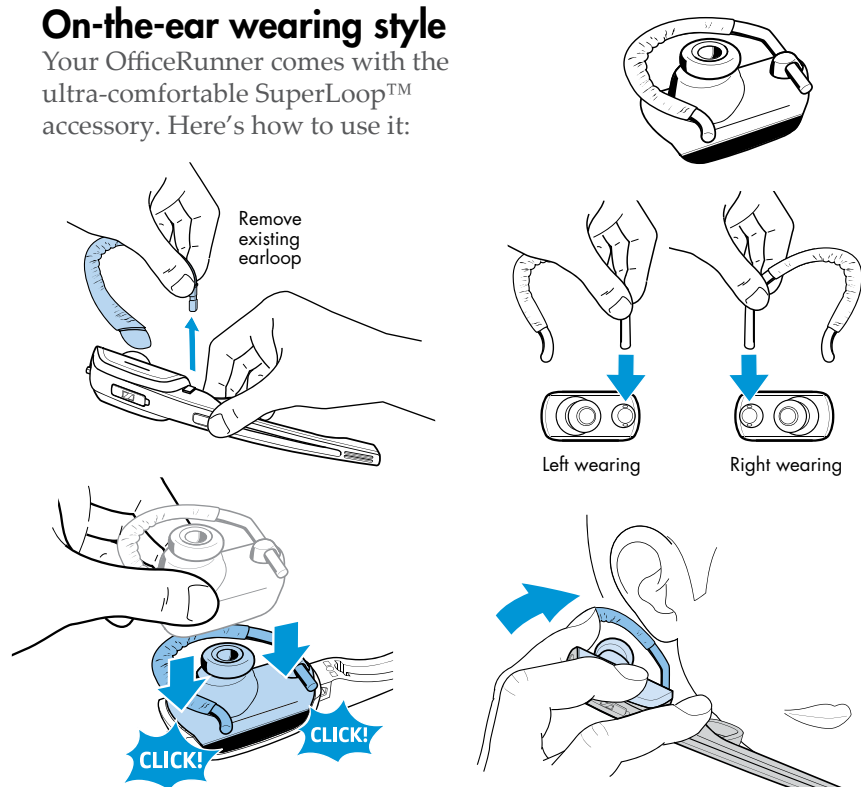


Place the headset on the base station as shown above. Allow your headset to charge for 20 minutes before the first time you use it. It will be fully charged within 1 hour. **Note: You will see lights on the headset and base between 10 and 20 minutes after you first begin charging.**

2: Choose a wearing style that's perfect for you—so comfortable you'll forget you're wearing it

On-the-ear wearing style

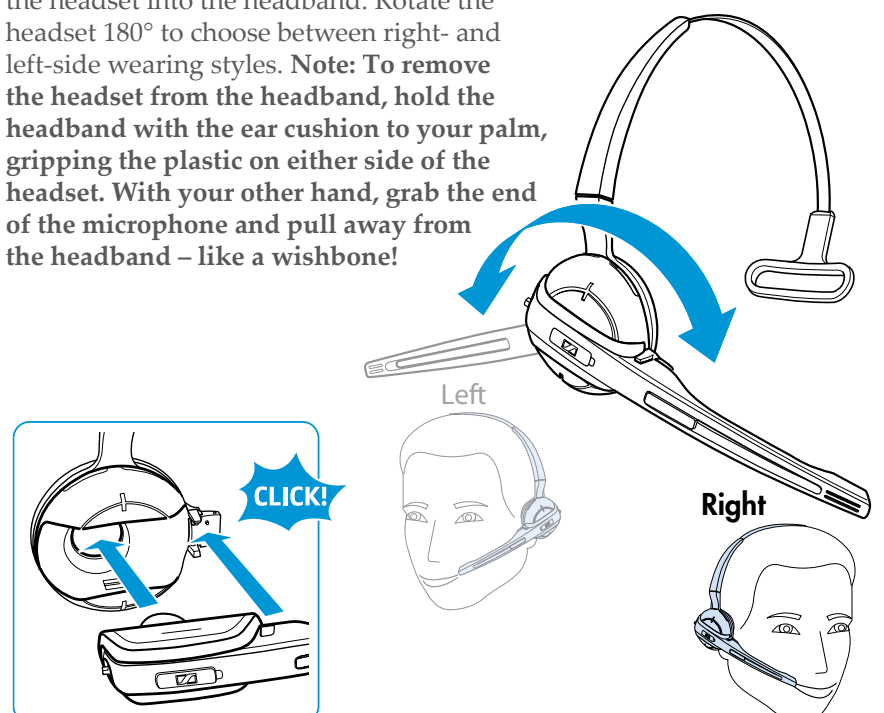
Your OfficeRunner comes with the ultra-comfortable SuperLoop™ accessory. Here's how to use it:



Over-the-head wearing style

With the SuperLoop removed, simply snap the headset into the headband. Rotate the headset 180° to choose between right- and left-side wearing styles. **Note: To remove the headset from the headband, hold the headband with the ear cushion to your palm, gripping the plastic on either side of the headset. With your other hand, grab the end of the microphone and pull away from the headband – like a wishbone!**

OR

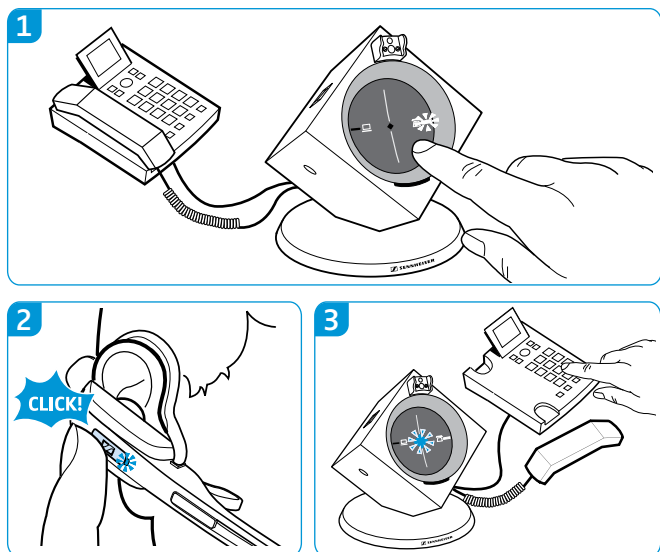


3: Call someone and brag about the OfficeRunner

Making a call

1. Make sure the "Phone" LED on the base is lit. If not, press the phone icon before proceeding.
2. Put the headset on and adjust for comfort. Turn the headset on by pressing the button on the headset (as shown in figure 2 below).
3. Lift the handset of your desktop phone and dial the desired number. To end the call, place the handset back in its cradle then place the headset back on the base or press the button on the headset to switch it off.

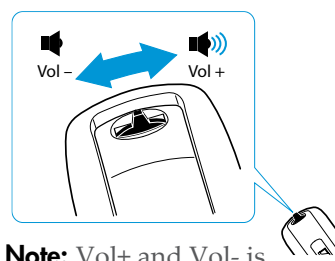
Note: If you purchased the ORL 12 handset lifter as well, see step #5.



4: Now get the volume just right

Incoming

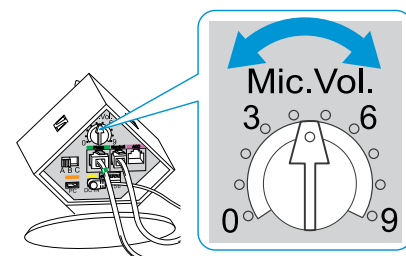
Adjusting the headset speaker volume (how loud your caller sounds to you)



Note: Vol+ and Vol- is different for right ear versus left ear users

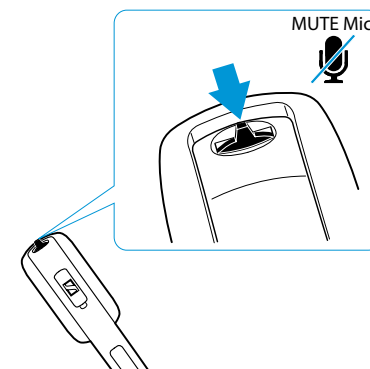
Outgoing

Adjusting the microphone volume (how loud you sound to your caller. We recommend between 5 and 7)



Muting your microphone

Just push in the button on the back of the headset and your caller will no longer hear you. While the microphone is muted, you will hear a beep in the headset every 5 seconds and the LINK LED on the base will flash red. Push the button again to un-mute your microphone and continue with your call.

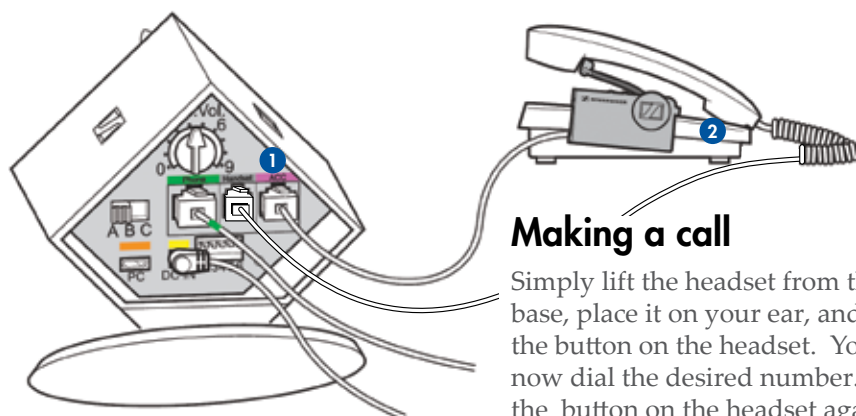


5: Let a handset lifter do the work (Recommended)

Answer and end calls up to 400 feet from your desk

If you purchased the recommended ORL 12 handset lifter:

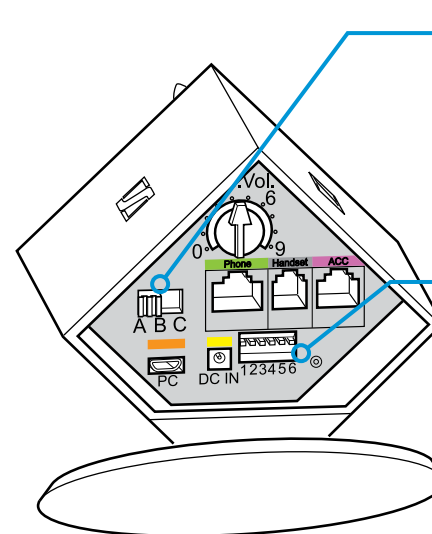
1. Plug the handset lifter into the ACC jack on the back of the headset base.
2. Attach the handset lifter to your desktop phone.



Making a call

Simply lift the headset from the base, place it on your ear, and press the button on the headset. You can now dial the desired number. Press the button on the headset again to end your call.

6: What do those knobs and switches do?



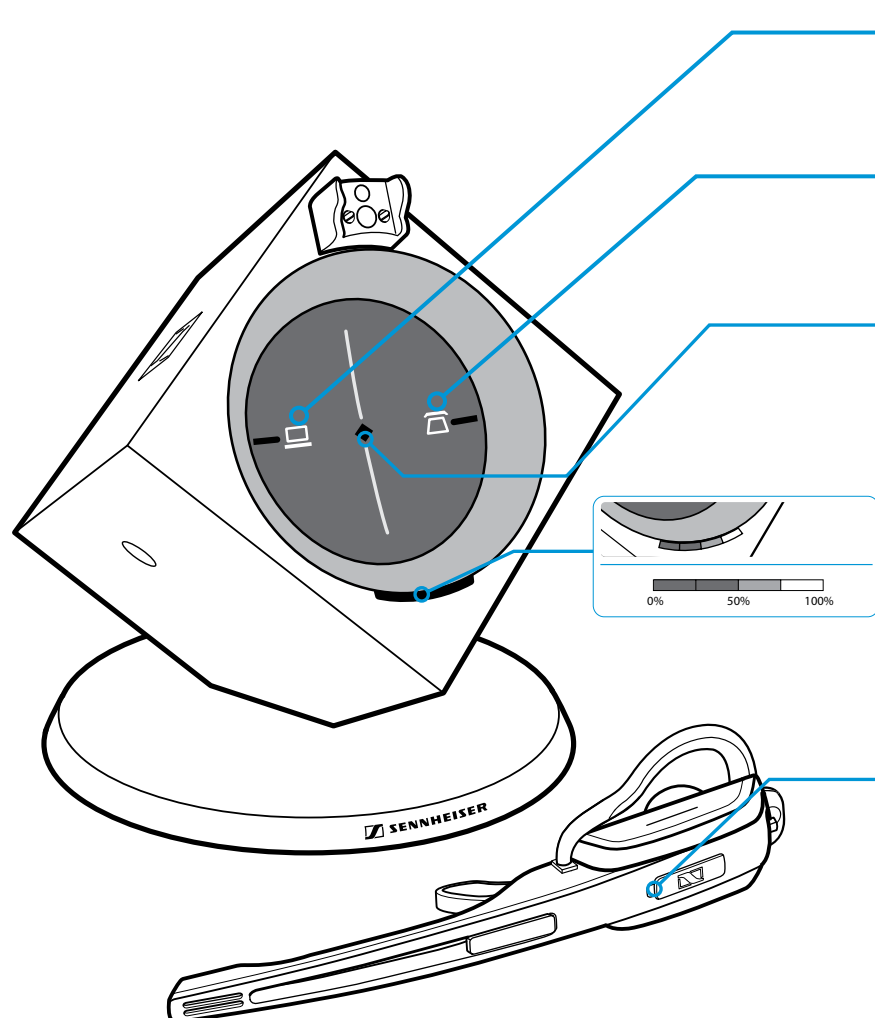
ABC Switch

The (A) setting should be used in nearly all situations.

DIP Switch Row

These DIP switches allow you to customize your headset to your specific needs. Again, there's no need to change these but if you want help, give us a call at 1-800-HEADSETS (1-800-432-3738).

7: What do all of those lights mean anyway?



Computer Button LED

Indication

Lit PC Mode
Flashing Incoming call

Phone Button LED

Indication

Lit Phone Mode
Flashing Incoming Call*

Link LED

Indication

Lights up blue Headset turned on
Lights up red No link to the headset
Flashing red Headset is muted
Off Standby mode

Charge Status LED

Indication

1 light 0-25% charge
2 lights 25-50% charge
3 lights 50-75% charge
4 lights 75-100% charge

Headset LED

Indication

Lit up blue Charging mode (when on base)
Flashing blue slowly Active link to base
Flashing red Battery has almost run out
Off Standby mode or switched off
Flashing red/blue Setting mode/Pairing mode

*When used with the ORL 12™ handset lifter or an electronic hookswitch

We'd love to be your first call...

Give us a ring at 1-800-HEADSETS (1-800-432-3738) and we'll help you ensure your new headset's settings are dialed in