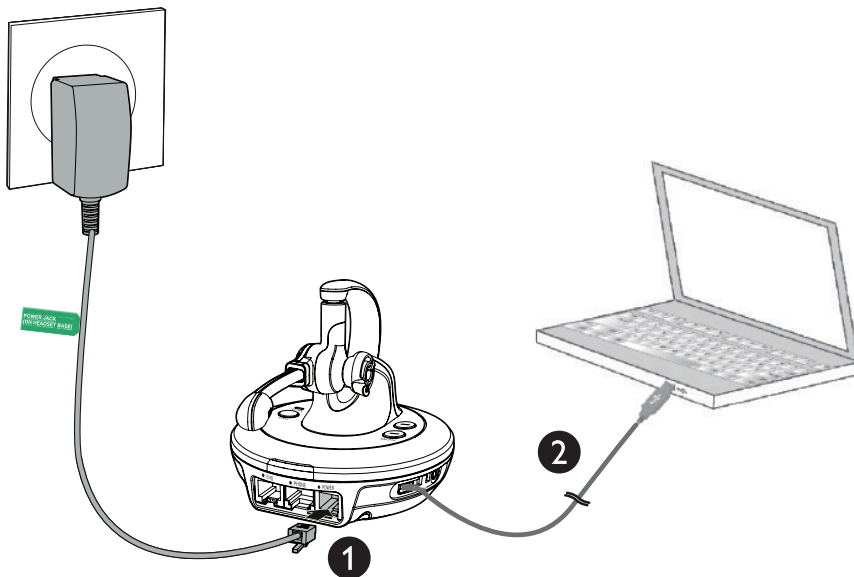## Option 4: Connect to a computer

Make sure the headset battery is well charged (with headset LED in purple) or fully charged (with headset LED in blue).

1. Plug the small end of the USB cable into the USB port labeled ⚡⟷ on the right side of the headset base.

2. Plug the large end of the USB cable to your computer. Wait for your computer to indicate that it has recognized the headset.

3. Install the **VTech Control**. You can visit **businessphones.vtech.com/support/downloads** to download and install the software.

4. After you have installed the **VTech Control**, check to make sure the audio setting is properly configured in your Windows system.

   If you have installed Skype**®** or Skype for Business**®** and want to use them with your headset, make sure the audio settings are configured correctly in the programs as well.

   **a) Audio settings in Microsoft® Windows®
   (Windows 7 / Windows 8 / Windows 10) system:**

   i.   Click **Start** menu and choose **Control Panel**.

   ii. Click **Hardware and Sound** and then click **Manage audio devices** under the **Sound** menu.

   iii. Click the **Playback** tab and make sure **VTech Headset** is set as the default speaker.

   iv. Click the **Recording** tab and make sure **VTech Headset** is set as the default microphone.

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b) Audio settings in Skype (Skype 7.1 - 7.40):

    i.   Launch the Skype program.

    ii. Click on **Tools**, then **Options**.

    iii. Click on **Audio settings**.

    iv. Make sure **VTech Headset** is selected under the speakers and microphone settings.

NOTES:

- The **VTech Control** does not support the App versions of Skype, including both mobile APP and desktop APP.

- The **VTech Control** supports Skype version 7.1-7.40. Later versions of Skype are not supported by VTech Control for remote headset call control.

- After the installation of **VTech Control**, Skype will prompt a message "**VTechControl.exe is requesting access to Skype**". Choose **Allow Access** to connect your Skype to **VTech Control**.

c) Audio settings in Skype for Business 2016:

    i.   Launch the Skype for Business program.

    ii. Click on **Options**, then **Audio Device**.

    iii. Make sure **VTech Headset** is selected under the Audio device setting.

IMPORTANT INFORMATION

Periodically check for software updates. For more details, download the **VTech Control - Installation and Operation Guide** under the product page of **VH6220/VH6221** at **businessphones.vtech.com/support/downloads** for installation and operation instructions of the software.