What’s in the box:

- LH270 or LH275 Headset
- Base Station
- 205mAh 3.75v Lithium-Ion Battery
- Battery Compartment Cover
- 8.5v AC Adaptor
- RJ-9 Phone Cord
- Type A-to-Mini USB Cord
1. **Product Diagrams**

**Base Station**

1. Battery indicator  
2. USB/PC Mode button  
3. Office Telephone Mode (TEL) button  
4. Indicator lights  
   *(see section 3.11 for what they mean)*  
5. USB connector port  
6. Power socket  
7. AUX port  
8. Telephone connector (TEL port)  
9. Handset connector port  
10. Accessory selection switch  
11. Microphone volume up/down  
12. Compatibility switch
Headset

1. Incoming volume up/down
2. Mute button
3. Headset ON/OFF (and Online Indicator)
4. Noise-canceling boom
5. Battery
   (Note: Proper battery orientation)
6. Battery door
2. Setup

- Take out the included power adaptor and plug into the base unit. The online indicator light on your base will light up

NOTE: We recommend charging your headset for at least 4 hours before the first use

2.1 Connecting to a telephone with a headset jack

- Using the included connector cord, connect the TEL port on the back of the headset base to the headset port on your desk phone
- You may need to adjust the compatibility switch located on the bottom of the base to find the correct setting for your phone model. Cisco phones should be set to 4. Most other phones use 1*

2.2 Connecting to a telephone without a headset jack

- Unplug the curly cord of your handset from your office phone
- Connect the other end of the curly cord to the handset jack on the headset base
- Using the included connector cord, connect the TEL port on the back of headset base to the handset jack on your desk phone
- You may need to adjust the compatibility switch located on the bottom of the base to find the correct setting for your phone model. The most common setting is 1*

*We’d love to help you get set up! Call us at 1-800-432-3738, Mon-Fri 6:00am-4:30pm Pacific Time
2.3 **Connecting with a Leitner Handset Lifter (optional)**

- Follow instructions in section 2.2 before moving onto next step
- Attach the handset lifter to your telephone as shown in its user guide
- Connect the handset lifter to the AUX port located on the back of the headset base
- Ensure that the accessory selection switch on the bottom of your base is set to RHL
- Want to see the setup video? Go to headsets.com/LifterSetup

2.4 **Connecting a Leitner Electronic Hookswitch (EHS) Cable (optional)**

- Connect the EHS cable to your telephone as shown in its user guide
- Connect the EHS cable to the AUX and TEL ports on the back of the headset base
- Refer to the user guide for the EHS cable for the correct setting of the Accessory selection switch

With the handset lifter or EHS cable connected, you will be able to answer and end calls using the ON/OFF button located on the headset — up to 350 feet away from your desk

*We’d love to help you get set up! Call us at 1-800-432-3738, Mon-Fri 6:00am-4:30pm Pacific Time*
### 2.5 Connecting to your computer’s USB port

- Connect the included USB cable to the USB connector port on the back of the headset base and the other end to an available USB port on your computer.
- Your computer may automatically recognize the device and install the correct drivers. Wait a few seconds before using the headset.
- If your computer doesn’t recognize the device, go to your computer’s Sound settings and select ‘DECT Headset’ as your default Playback/Recording device. You may also need to select ‘disable’ on all other devices.*

### 2.6 Replacing the earpad

To remove the earpad of your LH270 or LH275 headset, put your thumb underneath the pad and pull up from the bottom. To replace the earpad, match the notches at the top, then click the bottom in place.
3. Operation

3.1 Making an outgoing call in telephone mode

- Ensure that the TEL button on top of the headset base is selected
- Press the headset’s ON/OFF button. The base’s 3rd indicator light will light up
- If a handset lifter or electronic hookswitch device is connected to the headset base, the line will be engaged automatically. Otherwise, you will need to lift the handset of your telephone or activate the headset button on your telephone
- Dial the number you’re calling
- After finishing the call, press the headset ON/OFF button to end the call if you have a handset lifter or EHS cable. Otherwise, just hang up the phone manually

3.2 Receiving an incoming call in telephone mode

- If there is an incoming call and the headset base is connected to a handset lifter or electronic hookswitch device, the TEL light and headset light will flash, and a ring tone will be heard on the headset
- Press the headset’s ON/OFF button. The base’s Online Indicator LED will light up
- If a handset lifter or electronic hookswitch device is connected to the headset base, the line will be engaged automatically. Otherwise, you will need to lift the handset of your telephone or activate the headset button on your telephone
- To end the call, place the headset on the base or press the ON/OFF button. If you do not have an EHS cable or a handset lifter, you will need to manually disconnect the line on your phone
3.3 Making an outgoing call in USB/PC mode

- Ensure that the PC button on the top of the headset base is selected
- Press the headset’s ON/OFF button and the base’s Online Indicator will light up
- After finishing your call, press the ON/OFF button to disconnect. The base’s Online Indicator will turn off
- You may also need to click your softphone’s disconnect button to end the call

3.4 Making a call using UniBase® Mode

Your headset is equipped with UniBase technology that allows you to conference calls your office phone and softphone calls together.
- To activate UniBase mode, start with the base in phone mode with a call on the line
- Press and hold the PC button on the base
- After about 4 seconds, the LED lights for both phone and computer mode will light up
- You can now conference a softphone call with the existing phone call
- To exit UniBase mode, press the mode button of the device you first used to start the conference call with

Note: All sounds from your computer will be shared with the conference call
3.5 Adjusting the ring volume
When the headset is ringing to indicate an incoming call, you can adjust the ring volume using the volume control buttons located on the headset. Your headset must be turned off in order to adjust the ring volume.

3.6 Muting the headset microphone
To mute the headset microphone when on a call, press the mute button on the headset (in between the volume buttons). While the headset is in mute mode, a short beep will be heard on the headset every 8 seconds. Press the mute button again to unmute.

3.7 Headset microphone volume setting
You can adjust your speaking volume by using the two buttons located on the bottom of the headset base.

3.8 Adjusting headset listening volume
Use the volume control buttons on the headset to adjust the listening volume. You will hear a beep each time you adjust the volume up or down.

3.9 Out of range and reconnection
You will hear warning beeps in the headset when you walk out of range of the base. If the headset disconnects due to being out of range, the call will not drop. The headset will automatically reconnect when you are back in range.

NOTE: If you do not move back inside the base range within 5 minutes, the call will be disconnected.
3.10 Battery level indication

The four LEDs on the top of the headset base (left side) indicate the battery level of your headset battery.

<table>
<thead>
<tr>
<th>Light (left to right)</th>
<th>Battery Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>One LED flashing</td>
<td>&lt; 20%</td>
</tr>
<tr>
<td>One LED on</td>
<td>20%-40%</td>
</tr>
<tr>
<td>Two LEDs on</td>
<td>40%-60%</td>
</tr>
<tr>
<td>Three LEDs on</td>
<td>60%-80%</td>
</tr>
<tr>
<td>Four LEDs on</td>
<td>80%-100%</td>
</tr>
</tbody>
</table>

3.11 Indicator lights

The four LEDs on the top of the headset base (right side) have different meanings.

<table>
<thead>
<tr>
<th>Light (left to right)</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Power light (it’s plugged in)</td>
</tr>
<tr>
<td>2nd</td>
<td>Programming (rarely on)</td>
</tr>
<tr>
<td>3rd</td>
<td>Online indicator (headset is on)</td>
</tr>
<tr>
<td>4th</td>
<td>Charging light (off when at 100%)</td>
</tr>
</tbody>
</table>
3.12 Training mode and making a conference call

Your Leitner headset allows a second headset to be temporarily connected to the base for training or conference calls
• Set up the call using the primary headset
• Once on the call, place the second headset on the base charger*
• After one second, the Online Indicator light on the secondary headset will turn on and the primary base’s 3rd LED light will flash to indicate that the headset is registering with the base unit
• Once the registering has completed, the LED light on the base will stop flashing and the headset’s Online Indicator will begin flashing
• If the secondary headset has Automatic Answer enabled (section 3.16), it will automatically connect when you lift it from the base. If it has Automatic Answer disabled, press the ON/OFF button on the headset to connect

NOTE: The secondary headset will only remain registered to the base for the duration of the call. After the primary headset has ended the call or the secondary headset leaves the call, the secondary headset will return to its normal state. Returning either headset to its original base will also end conference mode. It takes about 10 seconds for the secondary headset to re-register to its original base

*Your Leitner headset can only be conferenced with another LH270, LH275, or LH370 headset
3.13 Overview of audio signals

<table>
<thead>
<tr>
<th>Sound</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 rapid beeps (60 sec repeat)</td>
<td>Low battery</td>
</tr>
<tr>
<td>2 beeps</td>
<td>Nearly out of range</td>
</tr>
<tr>
<td>2 pitch tone</td>
<td>Out of range</td>
</tr>
<tr>
<td>4 rapid beeps</td>
<td>Back in range</td>
</tr>
<tr>
<td>1 beep</td>
<td>Receiver volume up/down</td>
</tr>
<tr>
<td>2 pitch tone (8 sec repeat)</td>
<td>Mute is on</td>
</tr>
<tr>
<td>1 beep</td>
<td>Mute off/on</td>
</tr>
<tr>
<td>Multi tone (2 sec repeat)</td>
<td>Ringer (EH device)</td>
</tr>
</tbody>
</table>

3.14 Registering a new primary headset to the base

- Press and hold the TEL button on the base for five seconds to make the base enter registration mode. The TEL light will flash showing the base is in registration mode.
- Press and hold the mute button on the headset until it begins to flash (about five seconds) to make the headset enter the registration mode.
- Keep the headset out of the base until the light on the TEL button turns solid.
- The headset will now be registered to the base which will take around 30 seconds. When the registration has completed, the base TEL light will stop flashing.
3.15 Permanently register an additional headset

- With the original headset out of the base, press and hold the Volume Up button underneath the base for about five seconds to enter registration mode. The TEL light on the base will begin to flash to indicate you’re in registration mode.
- Press and hold the ON/OFF button on the secondary headset until the light on the headset begins to flash.
- Wait until the ON/OFF light on the headset stops flashing (about 30 seconds).
- The 2nd headset is now permanently registered to the new base.
- You can charge this headset on its original base without ending the permanent registration mode.
- To end the permanent registration, follow the instructions in 3.14.

NOTE: The first headset to turn on will become the primary headset. Only the primary headset can answer and end calls.

3.16 Controlling the Automatic Answer feature for calls

When you take your headset off of the base, your call will not be answered by default. If you’d like to turn this feature on, simply hold the “+” and “-” buttons on your headset together for 3 seconds. You’ll know this feature is activated when the LED light slowly flashes.

To turn this feature back off, follow the same steps again. This time the LED light will quickly flash, letting you know this feature has been turned back off.
4. **Troubleshooting** *(For live support call 1-800-432-3738, Mon-Fri 6:00-4:30 Pacific Time)*

Q. I have connected my headset base to my phone but the headset is not working  
A. Make sure that the battery has been properly charged. Your headset requires an initial 4-hour charge before its first use.

Q. The headset is working but I cannot hear telephone calls correctly  
A. Ensure that you have the correct compatibility setting by adjusting the switch on the bottom of your headset base. The most common compatibility is 1. Cisco telephones should be set to 4 when using the headset jack.

Q. When the headset’s ON/OFF button is pressed, the handset lifter lifts the handset but I cannot hear the call on the headset  
A. Ensure that the headset base is connected to the telephone’s handset port and not the headset port (if the telephone has one).

5. **Health and Safety Instructions**

Please read the following safety and operational instructions before using your Leitner LH270 or LH275 headset. Please keep these instructions for your reference. When using this product, these basic safety precautions and warnings should be followed to reduce the risk of fire, electrical shock, injury to persons and damage to property.

**General**

Operating, charging and storage temperatures are 32°F to 104°F (0°C to 40°C)
Warnings

• Never allow children to play with the product - small parts may be a choking hazard
• Plug the AC adaptor into the outlet nearest the equipment that is easily accessible
• To reduce the risk of electrical shock, explosion or fire, use only the supplied charger or Class 2 AC adaptor to charge the headset. Ensure that the voltage rating (e.g. 120V, 60 Hz) corresponds to the power supply you intend to use
• Do not disassemble the product or AC adaptor as this may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock or fire when the product is subsequently used
• Do not insert anything into the product because this may cause damage to the internal components or cause personal injury
• Avoid contact with liquids. Do not locate this product near water, for example, near a bathtub, or sink, in a wet basement, or near a swimming pool
• Discontinue use of product if the product overheats, has a damaged cord or plug, if the product has been dropped or damaged, or if the product has come into contact with liquids
• This product should never be placed over or near a heat source and should not be placed in locations which do not have proper ventilation
• If you experience skin irritation after using this product, discontinue use
Charging warnings

To avoid the risk of electrical shock, explosion, fire or leakage of corrosive or toxic chemicals, please observe the following charging and battery warnings:

• Use only the charger provided with your headset to charge the product. Do not use the charger for any other purpose. Ensure that the voltage rating corresponds to the power supply you intend to use
• Charge the headset according to the instructions supplied with the unit
• Plug the AC adaptor or charger into an outlet that is near the equipment and will be easily accessible

Headset battery warnings

• The headset is equipped with a replaceable battery. To reduce the risk of fire or injury to persons read and follow these instructions
• Do not dispose of the battery in a fire. The battery may explode. Check your local laws for disposal instructions
• Do not open or mutilate the battery. There may be corrosive materials which can cause damage to eyes or skin and may be toxic if swallowed
• Never charge the battery where the temperature may fall below 32°F (0°C) or rise above 104°F (40°C)

RECYCLING: Your battery used in the headset must be recycled or disposed of properly. Contact your local recycling center for proper disposal of your headset battery.
To protect your hearing, some hearing experts suggest you:

- Set the volume control in a low position before putting your headset on your ear and use as low volume as possible
- Avoid turning up the volume to block out noisy surroundings. Whenever possible, use your headset in a quiet environment with low background noise
- Limit the amount of time you use headsets at high volume levels
- Turn the volume down if the sound from the headset prevents you from hearing people speaking near you

Exposure to high volume sound levels or excessive sound pressure may cause temporary or permanent damage to your hearing. Although there is no single volume setting that is appropriate for everyone, you should always use your headset with the volume set at moderate levels and avoid prolonged exposure to high volume sound levels

The louder the volume, the less time is required before your hearing could be affected. You may experience different sound levels when using your headset with different devices. The device you use and its settings affect the level of sound you hear. If you experience hearing discomfort, you should stop listening to the device through your headset and have your hearing checked by your doctor