
How to set up your Jabra headset (best practices)

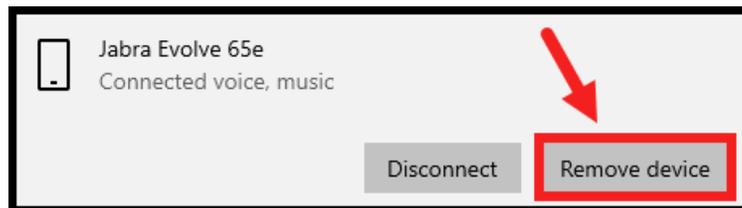
Document Summary

Your Jabra headset comes with a **Jabra Link Bluetooth adapter** and a **micro USB / USB charging cable**. You will need both to easily set up, charge, update and manage settings within the Jabra Direct application that's installed on your computer.

Before You Begin

Ensure your Jabra device is fully removed from any computer Bluetooth settings.

1. Open **Bluetooth Settings** on your computer.
2. If a **Jabra device** displays under connected devices, select the device and click **Remove device**.



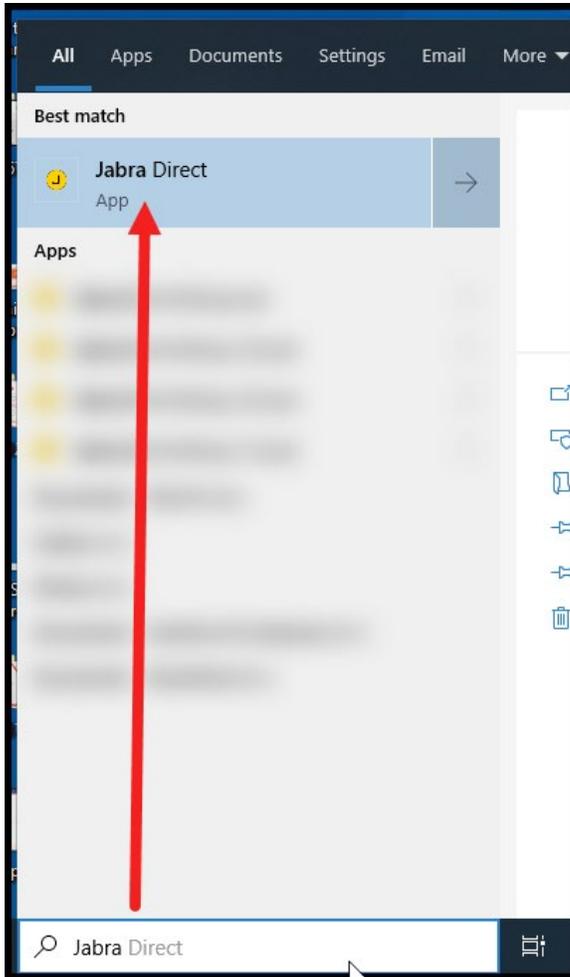
Instructions

1. Insert the **Jabra Link Bluetooth adapter** into a free USB port on your computer.

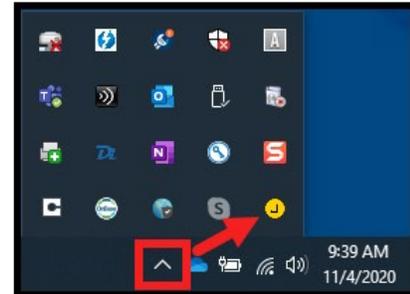


2. **Put on your Jabra headset and power it ON.** You will be notified that your PC is connected. **NOTE:** It may take a 1-2 minutes for this initial connection to complete.

3. Open the **Jabra Direct** application.

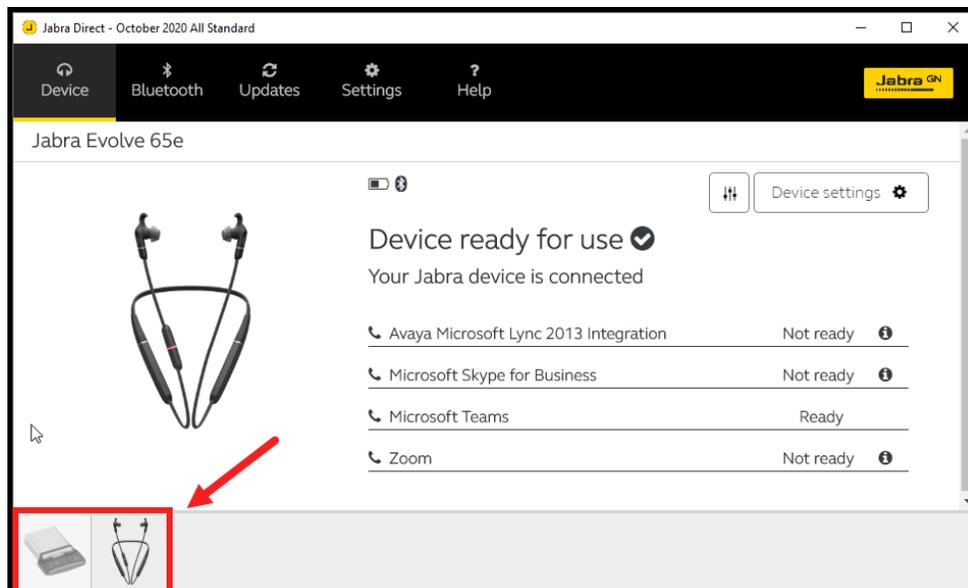


-OR-



4. You should see two devices on the bottom left of the application home screen, including the **Jabra Link Bluetooth adapter** and **your respective headset**.

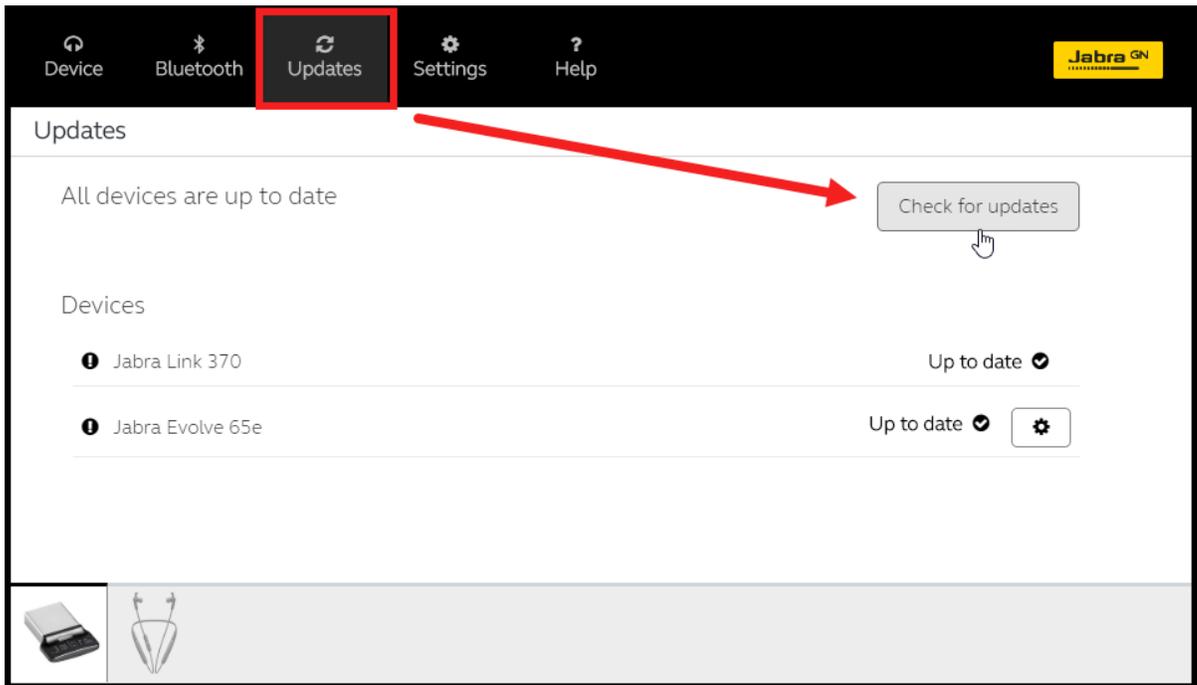
NOTE: If you only see one device, turn off your headset and remove the USB Link adapter. Complete instructions under **Before You Begin** above and try again.



5. Select **Check for updates** under the **Updates** tab. Complete any updates as necessary.

Moving forward, you will be notified via computer popup when Jabra upgrades are available.

NOTE: You **will not** be able to use either Jabra device while updates take place.

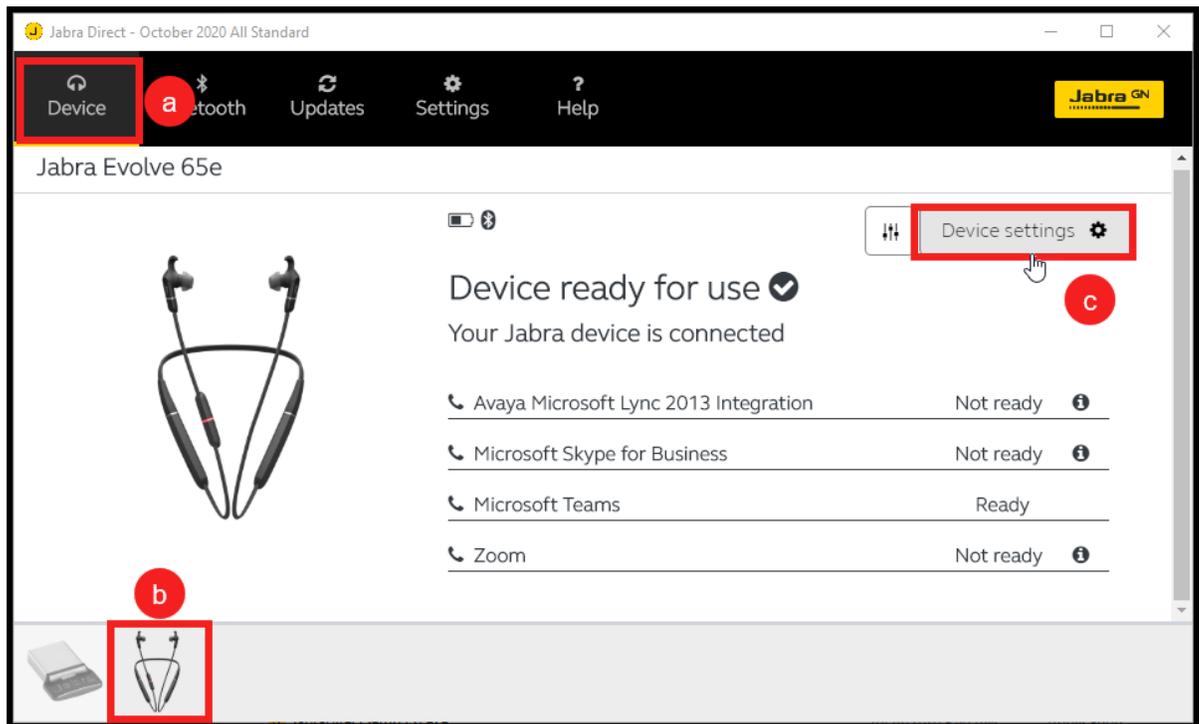


YOU'RE FINISHED setting up your Jabra device. **Continue below** to see best-practice headset settings or [click here](#) to ensure **Device settings** are properly configured in Microsoft Teams.

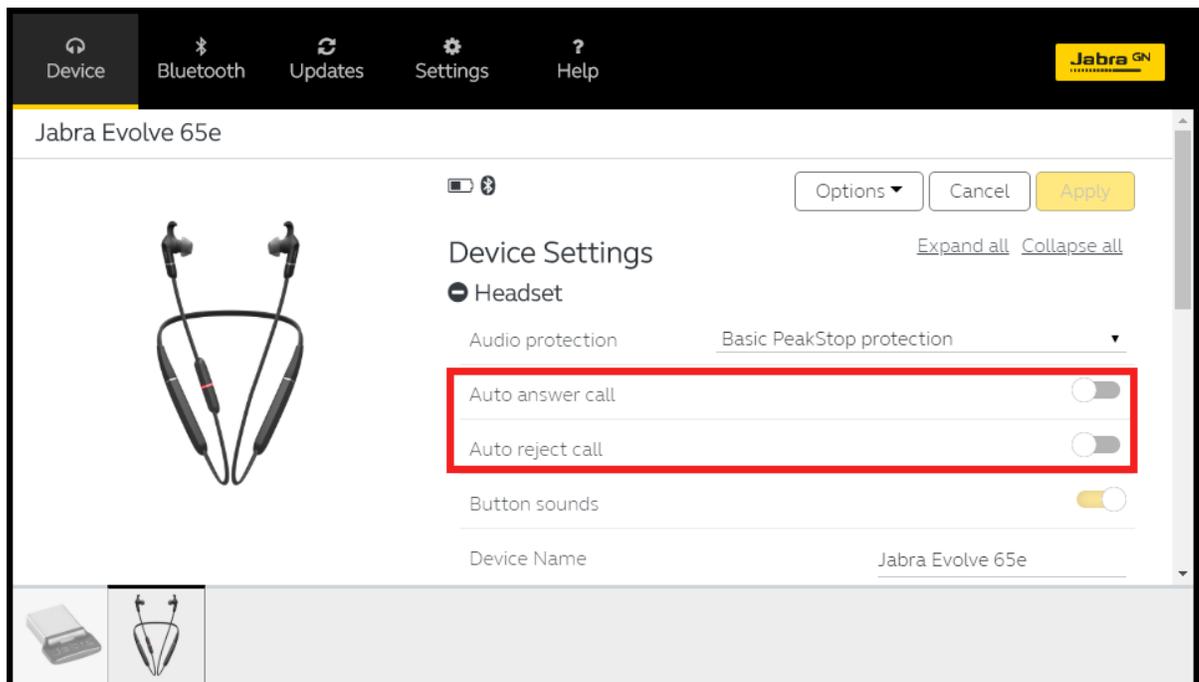
If you need assistance, visit [ITnow](#) and click [Report an Issue](#). You can also call the Service Desk at **816-822-3480**.

Optimal Headset Settings

1. Following completion of any updates, return to the **Device** tab. Select the **Jabra headset** on the bottom left and click **Device settings**.

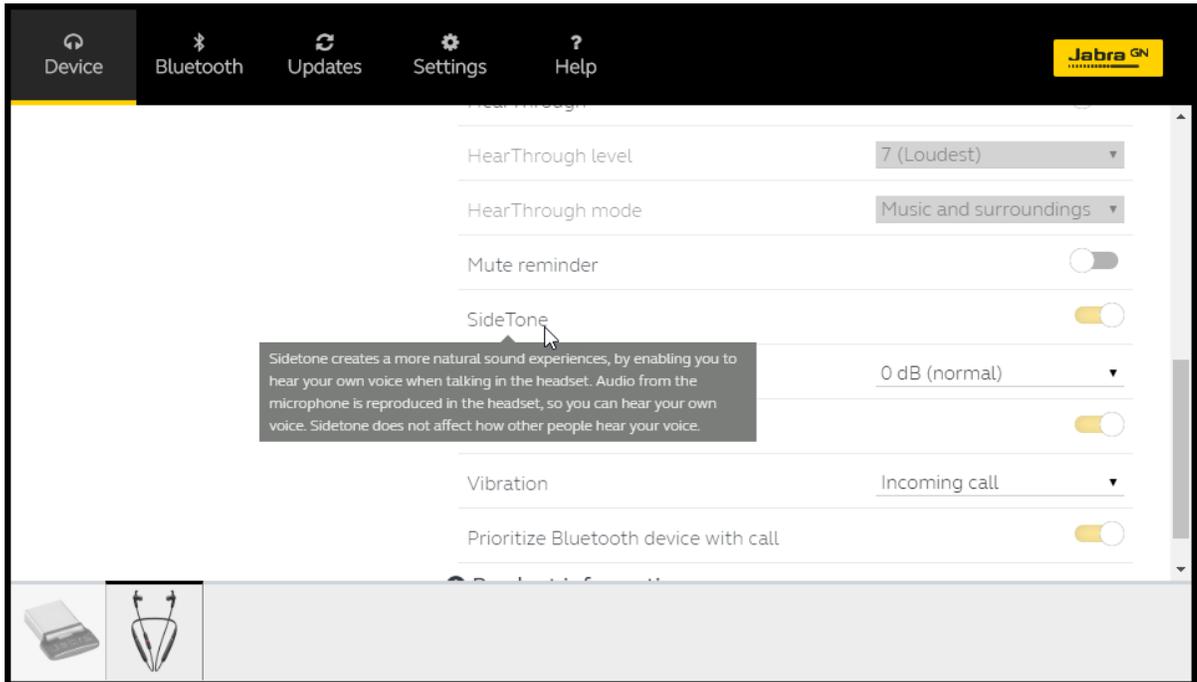


2. Expand **Headset settings** and ensure **Auto answer** and **Auto reject call** are turned off.



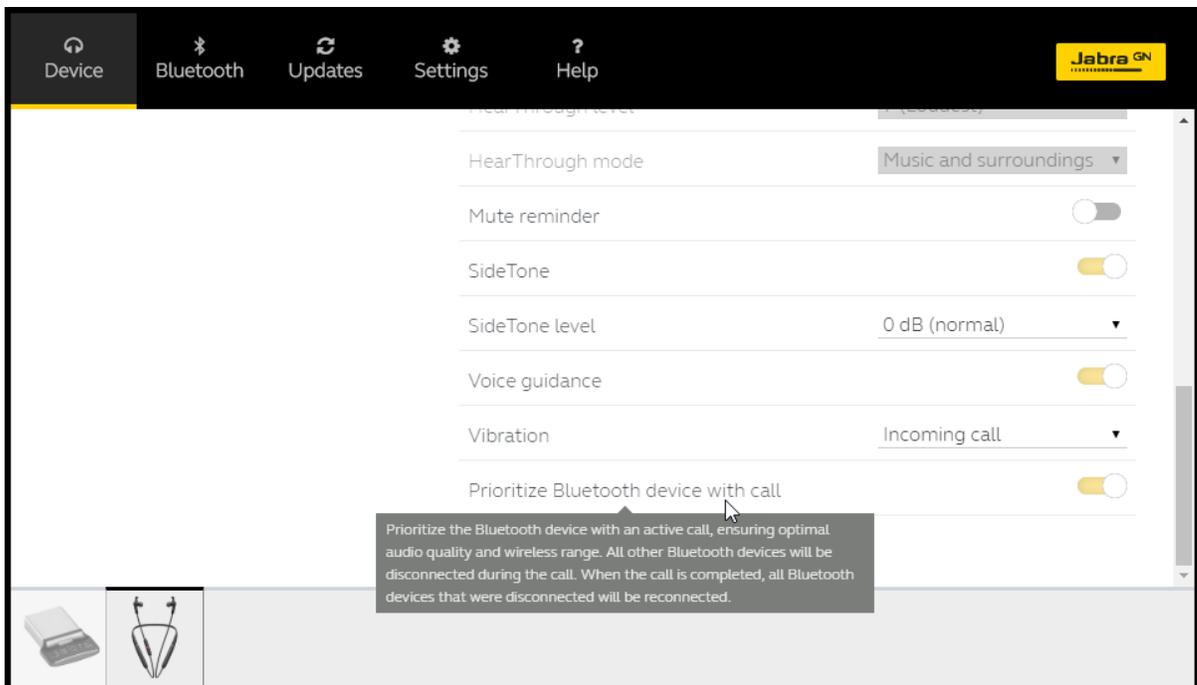
3. Scroll down to the **SideTone** setting, which allows you to hear your own voice when you speak during a meeting.

We recommend that you keep this setting **turned ON** when using a headset. We recommend it is **turned OFF** when using a Jabra speaker.

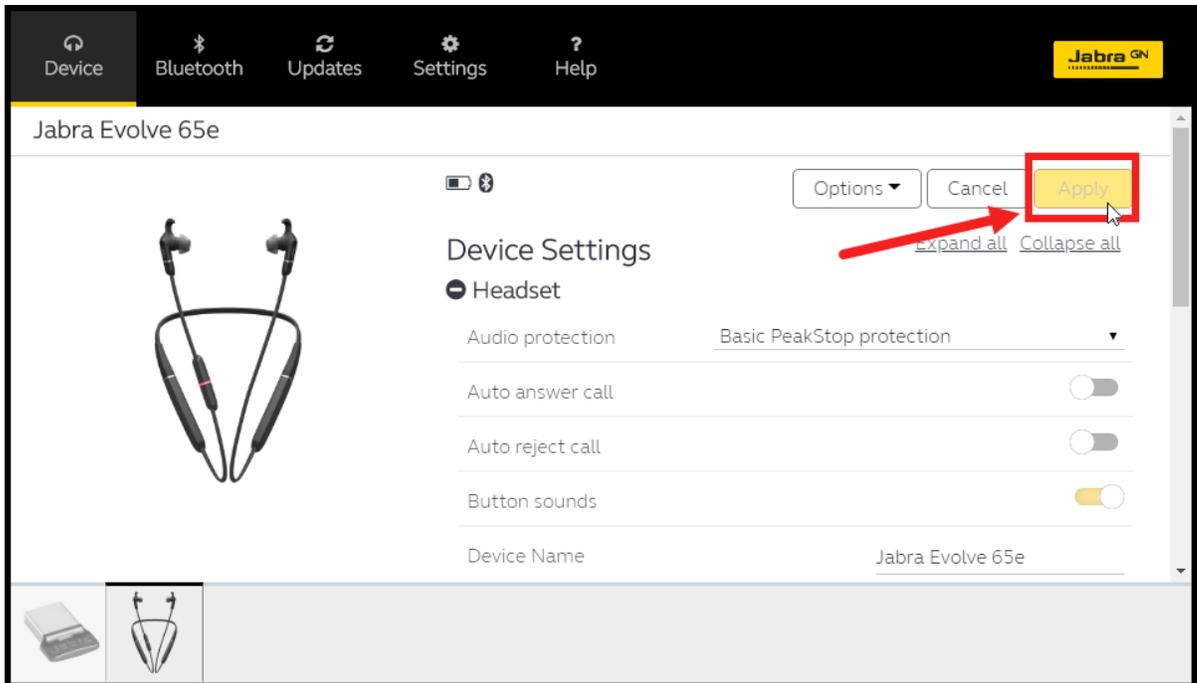


4. Scroll down further and ensure **Prioritize Bluetooth device with call** is turned ON.

This setting automatically turns off all other Bluetooth connections to ensure you're not interrupted by any other incoming calls from outside devices. Bluetooth connections are automatically reestablished after the call ends.



5. Scroll up and select **Apply**.



This completes best-practice setup for your Jabra device.

- [Click here](#) to ensure **Device settings** are properly configured in Microsoft Teams.
- If you need instructions on how to pair your Jabra device to your mobile device, try searching "**Sync Bluetooth device to [enter mobile device]**" on your preferred Internet browser.

If you need assistance, visit [ITnow](#) and click [Report an Issue](#). You can also call the Service Desk at **816-822-3480**.