Jabra®

Jabra Headset Setup

The headset can be used through a wireless or a wired connection. The wired connection also charges the headset.

Note: Charge your headset initially for 3 hours before using wirelessley. Connect the headset periodically (e.g. overnight) using the USB cable so it will be charged when you want to use it wirelessly.

Wired Use

Follow the appropriate "Connect to PC" instructions > >

Wireless Use

1. Insert the small dongle (image below) provided with the headset into a USB port in your computer. Turning on your computer with the dongle already in place will help avoid issues connecting wirelessly

2. Follow the "Connect to Mobile" instructions to use wirelessly when headset is charged. You may ignore the voice prompt for *using the Jabra software* if it plays.

How to Connect

Connect to PC (Using Jabra Link 370)

Plug the Jabra Link 370 dongle inot a USB Port on your PC. The headset and the Jabra Link 370 are already pre-paired.

Connect to Mobile Device (Using Bluetooth)

Wear the headset and hold (3 secs) the On/Off/Connect switch in the connect position until you hear the voice-guided instructions. The bluetooth indicator will flash blue.

Connect to PC (Using USB Cable)

Plug the headset into any USB port on the PC using the supplied USB cable, and ensure the headset is switched on.

G12

M MOMENTUM

Voicemail/Other Settings

If you only have access to a soft phone you will need to set up your voicemail in the "Web Portal".

Enterprise Soft Phone Application

Accessing the Enterprise Soft Phone Application

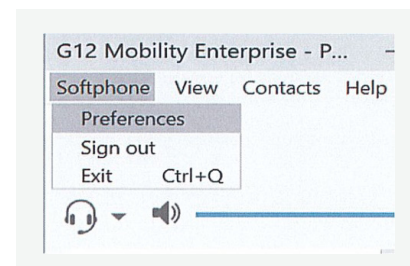1. Select the Mobility Enterprise Application on your desktop

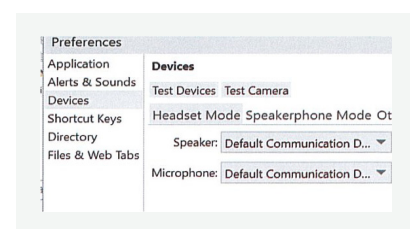2. Enter your username (e.g. 22145@KitsapCU) and password. Both fields are case-sensitive.

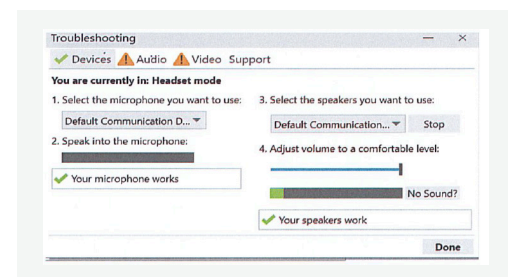### Testing your headset (Optional, recommended for first time use)

1. Select the *SoftPhone-Preferences menu* option:

2. Select *"Preferences-Devices-Test"* Devices:

3. Walk through steps 1-4 on the *"Troubleshooting"* page, select *"DONE."*

If you have issues connecting, unplug and plug in the USB dongle, make sure your headset is charged. If that doesn't work try logging out of G12 and back in.

Using the Enterprise Softphone Application

Presence Status
Select how you will appear to other accounts in your company - available or busy.
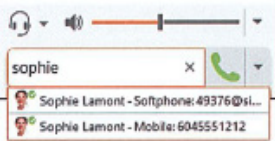
Sound Ouput
Select headset, internal speaker, or speaker phone icon to control your sound.

Dial Pad
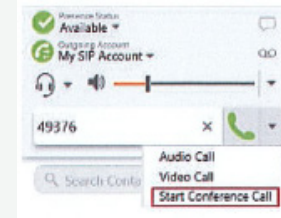Start typing to make a call snd use during a call for touch-tone options.

Options
Check text messages, voicemail, or click the down arrow to access call options.

Call Type
Choose Audio, Video, or Conference call using the arrow. Push icon to start...

Contact Groups
Search contacts by typing their name. Select category to further filter options.

Volume Control
Slide left to reduce or slide right to increase call volume on your selected device.

Answer Calls
When recieving calls you can answer with audio, video, or deny the call.

Contacts Page
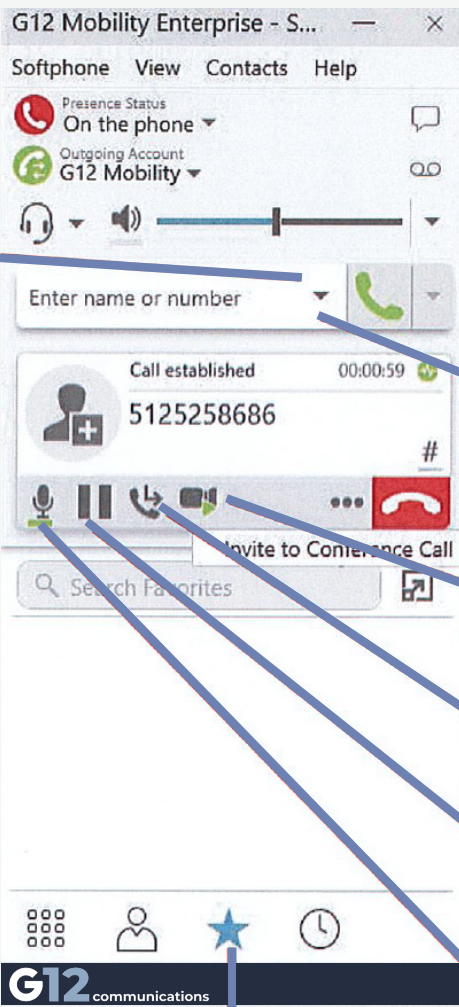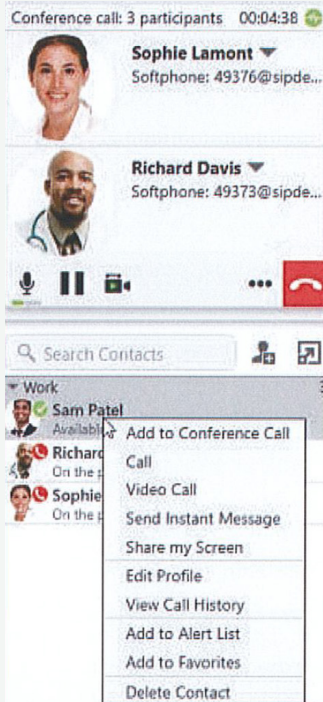Select this icon to access your phonebook and saved contacts search.
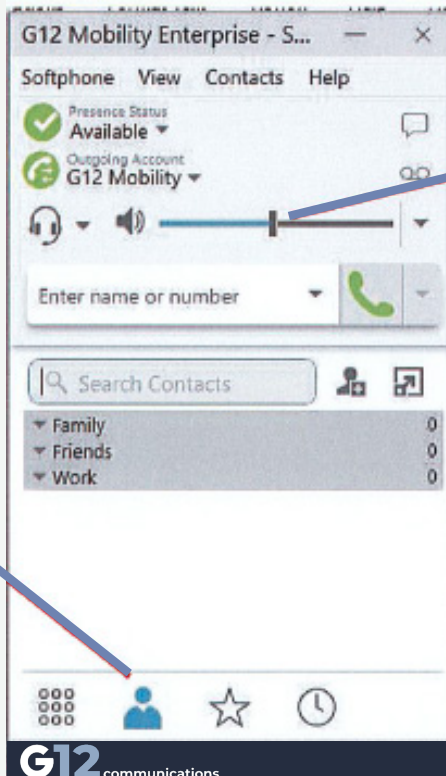
Conference Calls

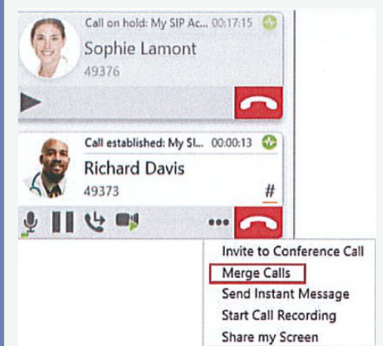Select multiple contacts and select the conference call option to start.
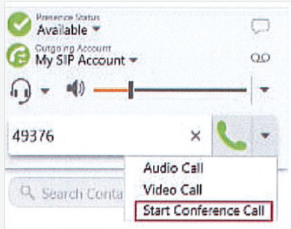
Add to Call

Add contacts to active calls by searching for a contact and right clicking for options.

Merge Calls

Select the options button to bring upp the option to merge two active calls.

Start Video Call

Enable video conferencing on an active call.

Transfer Call

Click Transfer Call and enter a name or number.

Pause Call

Press this button to put the active call on hold.

Mute Call

Select to mute. Colour will turn red when active.

Favorites

Select the "Star" icon to access your favorites and most frequent calls.

Call History

Select the "clock" button to view your call history.