Set-Up Guide

BIZ 620 USB Duo

Jabra®

Welcome to Microsoft Office Communicator!

Using this headset with Office Communicator will provide a simple, more consistent audio experience than using the microphone and speakers on your computer (if available).

Let's get started.

This device is ready to use with your computer.
Setup instructions:

1. Plug the USB connector on the BIZ 620 USB into your notebook or desktop computer.
2. Wait briefly for Windows to install the driver for the headset.
3. Open Office Communicator.
4. Click the drop down arrow on the upper left corner.
5. Select the **Tools** option.
6. Select the **"Setup Audio and Video…"** option.

As soon as you are in the Setup Audio and Video wizard, take the following steps:

1. Note that the drop-down menu may say either **Default** or **Custom** for the device to operate properly.
2. Make sure the **BIZ 620 USB** is listed as your speaker and microphone in the appropriate boxes. (See graphic at right)
3. Click **Next**.
4. On the next pane, you will set the audio output location for your program sounds. It is recommended that you use your PC speakers for this setting if you have a sound card and speakers available.
5. When you have selected the output location, click **Finish**.
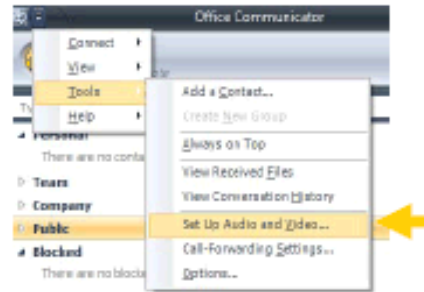
BIZ 620 USB Cool Features:

• Clear, wideband audio quality

• Lightweight and sturdy design

• Adjustable chamber ear speaker for comfort

• Works well with both Office Communicator and Live Meeting

IMPORTANT: If your program-related sounds continue to come through the headset and you prefer them to come from your speakers, please take the following steps:

1. Go to **Control Panel**.
2. Select **Hardware and Sound.**
3. Click **Sound** to display the list of playback devices.
4. Select **Speakers** from the list and set as the default.

Now your speakers will provide audio for program-related sounds.
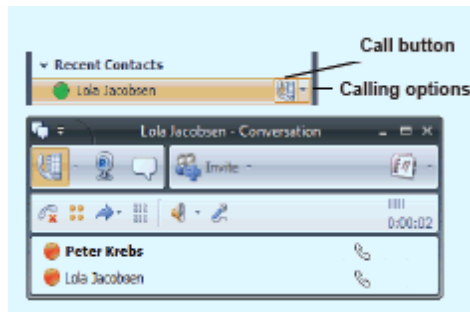
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To make a call with Office Communicator

One click calls:

• Make one-click phone calls to contacts in your contact list by selecting their name and clicking the call button.

• You can also call other numbers for a contact by clicking the calling options arrow to the right of the call button.

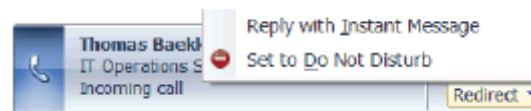## To receive a call with Office Communicator

• You will see a call notification, also known as a "toast" on your computer screen when you receiver a telephone call. The notification displays an audio icon that indicates a voice call and shows the caller's name and phone number (if the person who is calling is inside Communicator)
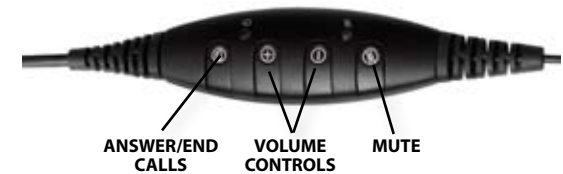
• **Option1:** Click the left pane of the telephone call notification.

• **Option 2:** If you are disturbed in a meeting, you can choose to click "Redirect" or choose to reply.

ANSWER/END CALLS VOLUME CONTROLS MUTE