

# Jabra Speak 750



**Jabra** GN

## User manual

Certified for

**Microsoft Teams**

Certified for

**Skype for Business**

GN Making Life Sound Better

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Designed and engineered in Denmark

Made in China

MODEL: PHS040Wa / END040W



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**Declaration of Conformity** can be found on  
[www.jabra.com/doc](http://www.jabra.com/doc)

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# 1. Welcome

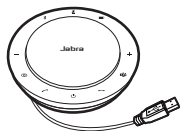
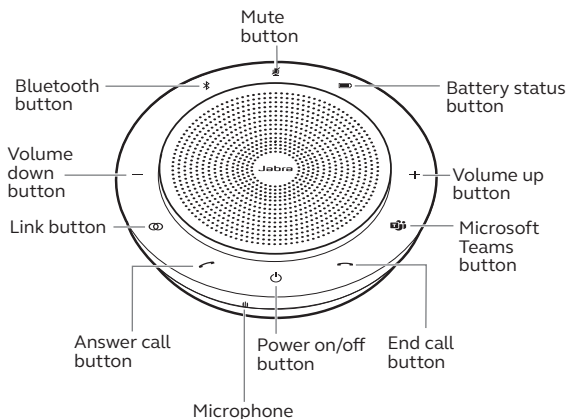
Thank you for using the Jabra Speak 750. We hope you will enjoy it!

## **Jabra Speak 750 features**

- Immersive sound for calls and music
- Intuitive plug-and-play connectivity - connect to computer via USB or Bluetooth adapter, or connect to smartphone and tablet via Bluetooth
- Lightweight design, protective travel pouch, and up to 11 hours of battery life
- Dedicated Link button to pair two Jabra Speak 750 devices together for flexible and scalable meetings
- Dedicated Microsoft Teams button\*
- Certified for Microsoft Teams and Skype for Business for a plug-and-play experience

\*Button functionality depends on the Microsoft Teams desktop application.

## 2. Overview



USB cable



Table stand and  
Bluetooth adapter  
storage



Jabra Link 370  
Bluetooth adapter



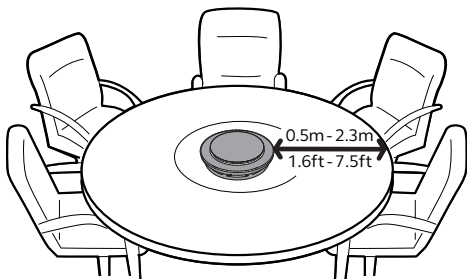
Pouch

## 3. Where to position

### 3.1 Small-sized meeting room

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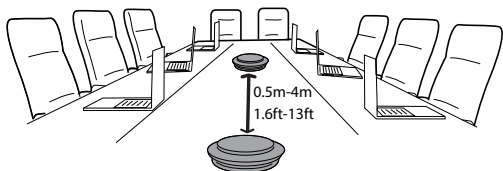
For the optimal audio quality, position the speakerphone in the center of the table, up to 2.3m/7.5ft from each participant, but no closer than 0.5m/1.6ft. A single Jabra Speak 750 is ideal for up to 6 people.



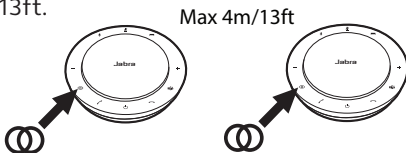
## 3.2 Medium-sized meeting room

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For large meetings of up to 12 people in a single room, position two Jabra Speak 750 devices up to 4m/13ft apart, but no closer than 0.5m/1.6ft. Positioning them at either end of the table, between 0.5m/1.6ft to 2.3m/7.5 ft from participants, will ensure optimal audio quality.



To temporarily link the audio between two Jabra Speak 750 devices, tap the **Link** button on both speakerphones when they are within 4m/13ft.

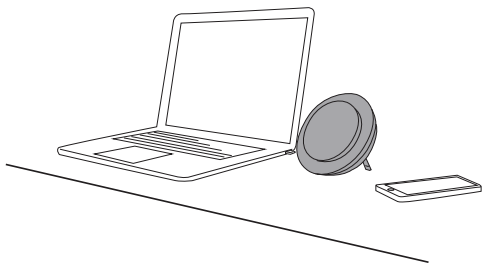




### 3.3 Desk

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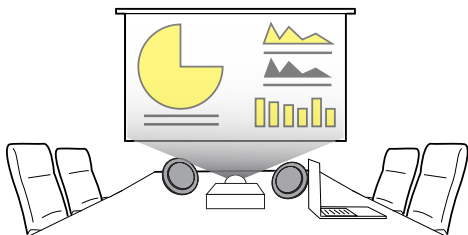
When using the Jabra Speak 750 at your desk it is recommended to put the speakerphone into an upright position using the table stand. This will better direct the audio towards you for a richer music and media experience. Additionally, two Jabra Speak 750 devices can be linked together for stereo sound.



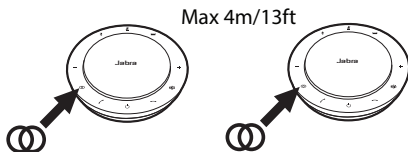
## 3.4 Stereo media

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If you are displaying or viewing stereo media in a meeting or listening to music or media at your desk, two Jabra Speak 750 devices can be positioned on either side of a projector or monitor for stereo sound.



To temporarily link the audio between two Jabra Speak 750 devices, tap the **Link** button on both speakerphones when they are within 4m/13ft.

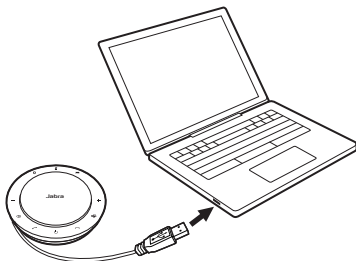


## 4. How to charge

### 4.1 USB charging

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Plug the Jabra Speak 750 into a USB power source using the attached USB cable. The Jabra Speak 750 battery lasts for up to 11 hours of talk time and takes approx. 3 hours to fully charge.



### 4.2 Automatic power off

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To preserve battery while unplugged, the Jabra Speak 750 will automatically power off when it has not been connected to a Bluetooth device for 15 minutes.

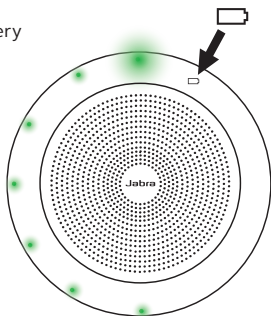
If connected to a Bluetooth device and not plugged into power, the Jabra Speak 750 will automatically power off after 8 hours.

## 4.3 Battery status

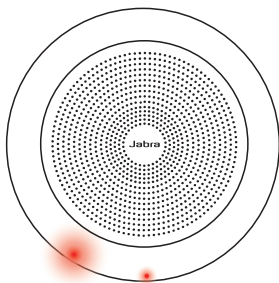
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To view the current battery status, tap the **Battery status** button. The LEDs around the edge of the Jabra Speak 750 will light up to indicate the current battery status.

Medium battery



Low battery

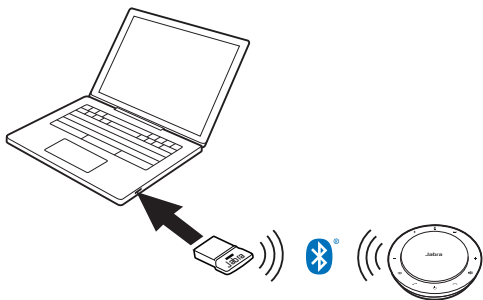


# 5. How to connect

## 5.1 Connect to computer (Bluetooth adapter)

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Plug the Jabra Link 370 Bluetooth adapter into a USB port on your computer. The Jabra Speak 750 and the Jabra Link 370 Bluetooth adapter are pre-paired and ready to use out of the box. The Bluetooth range is up to 30m/98ft. Before first time use, plug the USB cable into your computer to wake the speakerphone.



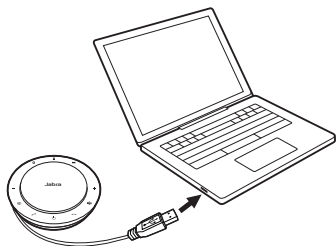
For the Jabra Speak 750 to work correctly, you may need to set the Jabra Link 370 Bluetooth adapter as the playback and recording device in your operating system audio settings and in Microsoft Teams audio settings.

If you need to re-pair the Jabra Speak 750 with the Jabra Link 370 Bluetooth adapter, please use Jabra Direct. Jabra Direct can be downloaded at [jabra.com/direct](https://jabra.com/direct).

## 5.2 Connect to computer (USB cable)

Plug the Jabra Speak 750 into a USB port on your computer. Before first time use, plug the USB cable into your computer to wake the speakerphone.

You may need to set the Jabra Speak 750 as the playback and recording device in your operating system audio settings and in Microsoft Teams audio settings.



## 5.3 Connect to smartphone or tablet

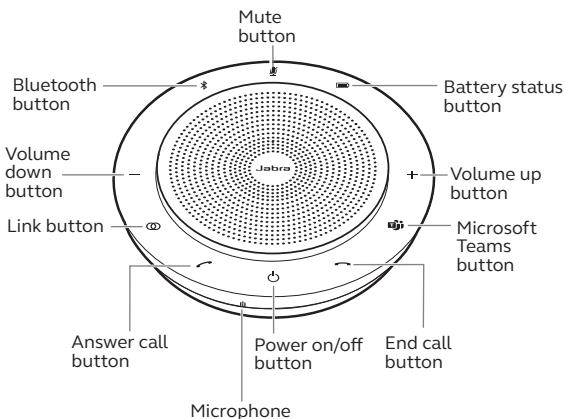
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Hold the **Bluetooth** button for 2 seconds and follow the voice-guided instructions to pair to your smartphone or tablet. The Bluetooth range is up to 10m/33ft. Before first time use, plug the USB cable into your computer to wake the speakerphone.



To disconnect or reconnect, tap the **Bluetooth** button again.

## 6. How to use



### 6.1 Button visibility

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



The buttons are backlit and only visible when the speakerphone is powered on. After 1 minute of inactivity the buttons will fade, and can be reactivated by tapping the area where the buttons are located.

The **Microsoft Teams** button, **Link** button and **Mute** button will only be visible under certain conditions (see sections 6.4 and 6.5 for details).





## 6.2 Typical use

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	WHAT	HOW
	Power on or off	Hold (1 sec) the <b>Power</b> button
	Answer call	Tap the <b>Answer call</b> button
	End or reject call	Tap the <b>End call</b> button
	Turn on/off voice guidance	Hold (8 secs) the <b>End call</b> button
	Volume down/up	Tap (or hold) the <b>Volume down</b> or <b>Volume up</b> button
	Mute/unmute microphone	Tap the <b>Mute</b> button (only visible when on a call)
	Battery status	Tap the <b>Battery status</b> button
	Connect Bluetooth device	Tap the <b>Bluetooth status</b> button

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	WHAT	HOW
	Link two Jabra Speak 750 devices	Tap the <b>Link</b> button (only visible when within 4m/13ft range of another Jabra Speak 750)
	Bring Microsoft Teams to foreground on computer	Tap the <b>Microsoft Teams</b> button* (only visible when signed into Microsoft Teams)
	Join active Microsoft Teams meeting	Tap the <b>Microsoft Teams</b> button* (only visible when signed into Microsoft Teams)
	View Microsoft Teams missed calls and voicemails	Tap the <b>Microsoft Teams</b> button* (only visible when signed into Microsoft Teams)

\*Button functionality depends on the Microsoft Teams desktop application.

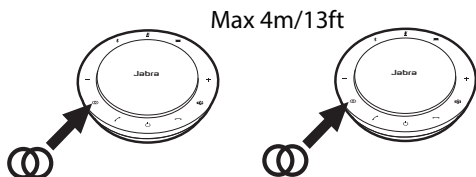
## 6.3 Multiple call handling

	WHAT	HOW
	Put current call on hold and answer incoming call	Tap the <b>Answer call</b> button
	Switch between held call and active call	Tap the <b>Answer call</b> button
	Reject incoming call, and continue current call	Tap the <b>End call</b> button

## 6.4 Link button

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To temporarily link the audio between two Jabra Speak 750 devices, tap the **Link** button on both speakerphones when they are within 4m/13ft. The **Link** button will only be visible when two Jabra Speak 750 devices are within 4m/13ft.



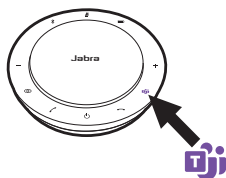
To unlink the speakerphones, tap the **Link** button on one of the speakerphones.



**NOTE:** Linking two Jabra 750 devices uses a Bluetooth connection. Each Speak 750 can only have two active Bluetooth connections. If two Bluetooth devices are currently connected to one of the Jabra Speak 750 devices, the last connected Bluetooth device will temporarily be replaced by the Jabra 750 link. When the Jabra 750 devices are unlinked, the Bluetooth device connection that was temporarily replaced, will be restored.

## 6.5 Microsoft Teams button

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The **Microsoft Teams** button is only visible when the Jabra Speak 750 is connected to your computer and you are signed into Microsoft Teams. The button behaves differently depending on the current status of Microsoft Teams.

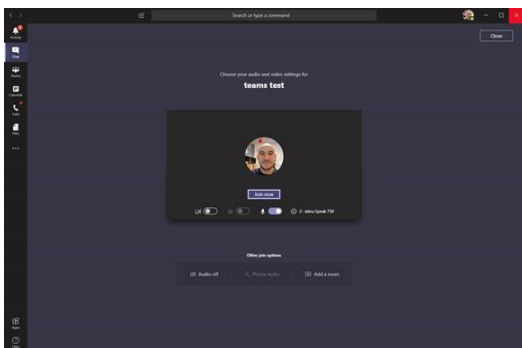


MICROSOFT TEAMS LED	WHAT THE LED MEANS
	<p>Solid purple LED</p> <p>Connected to Microsoft Teams</p>
	<p>Notifications</p> <ul style="list-style-type: none"><li>• Microsoft Teams meeting ready to join</li><li>• Microsoft Teams missed call</li><li>• Microsoft Teams voicemail</li></ul>

\*The Microsoft Teams LEDs can show only one notification at a time. The Microsoft Teams button will interact with the last received notification.

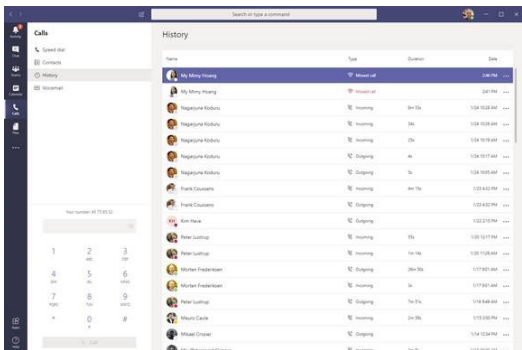
## Join a Microsoft Teams meeting

If someone has joined a scheduled Microsoft Teams meeting and it is starting, the white LED next to the Microsoft Teams button will flash. Tap the Microsoft Teams button to join the meeting.



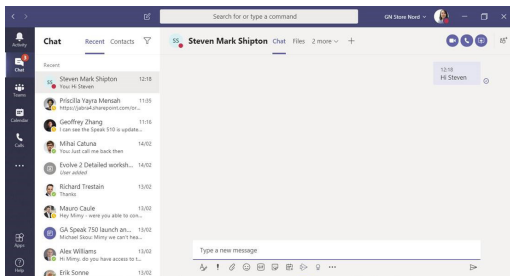
## View Microsoft Teams missed calls and voicemails

If you have Microsoft Teams missed calls or voicemails, the white LED next to the Microsoft Teams button will flash. Tap the **Microsoft Teams** button to view the list of missed calls and voicemails on your computer.



## Bring Microsoft Teams to foreground

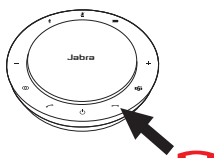
When Microsoft Teams is running but is minimized, tap the Microsoft Teams button to maximize and bring it to the foreground on your computer.



## 6.6 Voice guidance

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The voice guidance can be turned on or off by holding the **End call** button for 8 seconds.



## 6.7 Shared use

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If the Jabra Speak 750 is to be shared by many people using Bluetooth, it is recommended to enable Shared use, which can be configured in Jabra Direct. When Shared use is enabled, the speakerphone will **not** automatically connect to a previously connected Smartphone or Jabra Link 370 Bluetooth adapter. Instead, the Bluetooth devices will need to be paired with the speakerphone each and every time the smartphone is out of range, or turned off and on.

To pair a smartphone or Jabra Link 370 Bluetooth adapter to the speakerphone, hold (2 sec) the **Bluetooth** button on the speakerphone and follow the voice-guided instructions.

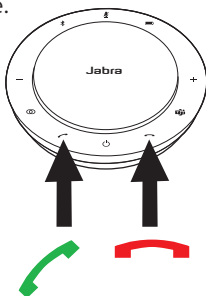


## 6.8 Factory reset

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Resetting the Jabra Speak 750 clears the list of paired Bluetooth devices and also clears all personalized settings. After a factory reset, it is necessary to re-pair the Jabra Speak 750 to your Bluetooth devices and Jabra Link 370 Bluetooth adapter.

To factory reset, hold the **Answer call** button and the **End call** button for 8 seconds until 'Factory reset' is announced by the speakerphone.



# 7. Software and firmware

## 7.1 Jabra Direct

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Jabra Direct is computer software designed to support, manage and enable optimal functionality for Jabra devices.

Download the latest free version from [jabra.com/direct](https://jabra.com/direct)

## 7.2 Update firmware

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Firmware updates improve performance or add new functionality to Jabra devices.

1. Connect the Jabra Speak 750 to a computer using the USB cable or Jabra Link 370 Bluetooth adapter.
2. Use Jabra Direct to check for the latest firmware updates. Jabra Direct can be downloaded from [jabra.com/direct](https://jabra.com/direct)

# 8. Support

## 8.1 FAQ and technical specifications

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View the FAQ, certifications, and technical specifications at [jabra.com/help/speak750](https://jabra.com/help/speak750)

## 8.2 How to care for your Jabra device

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- The Jabra Speak 750 is for indoor use only.
- Avoid storage at extreme temperatures (above 40°C/113°F or below -40°C/-40°F).
- Do not expose the Jabra Speak 750 to rain or other liquids.
- Do not cover the Jabra Speak 750 speaker mesh and buttons with stickers or labels.