

Jabra Speak 710



User manual

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Designed and engineered in Denmark

Made in China

MODEL: PHS040W / END060W



Declaration of Conformity can be found on
www.jabra.com/doc

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1. Welcome

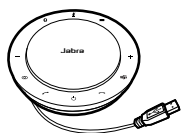
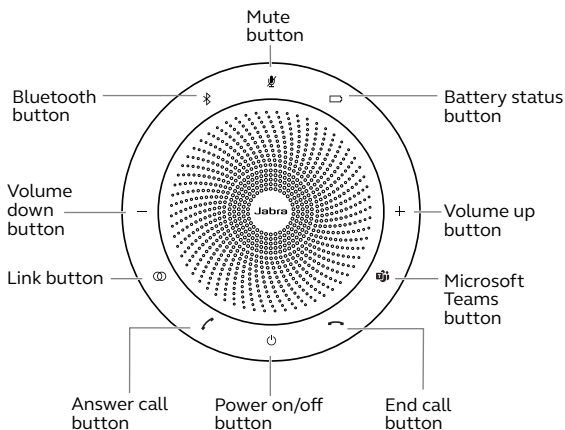
Thank you for using the Jabra Speak 710. We hope you will enjoy it!

Jabra Speak 710 features

- Immersive sound for calls and music
- Intuitive plug and play connectivity - connect to computer via USB or Bluetooth adapter, or smartphone and tablet via Bluetooth
- Lightweight design, protective travel pouch, and up to 15 hours of battery life
- Unique Link button to pair two Jabra Speak 710s together for true immersive audio for calls and music
- Dedicated Microsoft Teams button*
- Certified for Microsoft Teams and Skype for Business for a plug-and-play experience

*Button functionality depends on your Microsoft Teams configuration.

2. Overview



USB cable

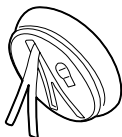


Table stand and
Bluetooth adapter
storage



Jabra Link 380 USB-A
Bluetooth adapter

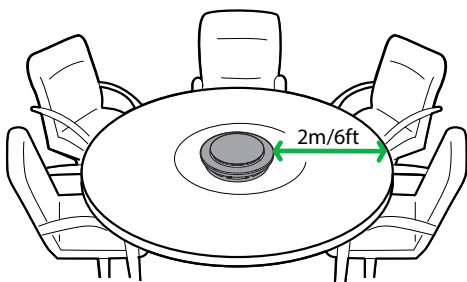


Pouch

3. Where to position

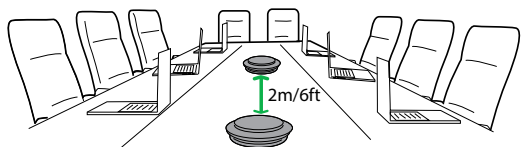
3.1 Small meeting room

Position the speakerphone in the center of the table, up to 2m/6ft from each participant. A single Jabra Speak 710 is ideal for up to 6 people.

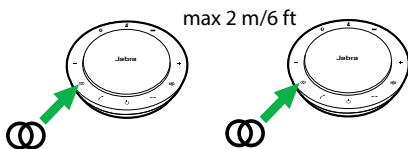


3.2 Large meeting room

For large meetings of up to 12 people in a single room, position two Jabra Speak 710s at either end of the table to ensure all participants in the meeting can be heard clearly.

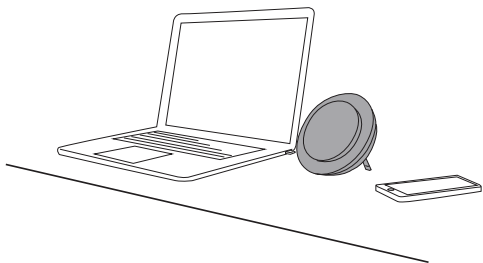


To temporarily link the audio between two Jabra Speak 710s, tap the **Link** button on both speakerphones when they are within 2m/6ft.



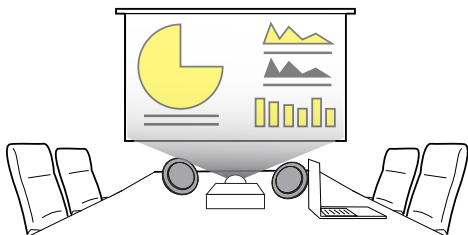
3.3 Desk

When using the Jabra Speak 710 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 710s can be linked together for stereo sound.

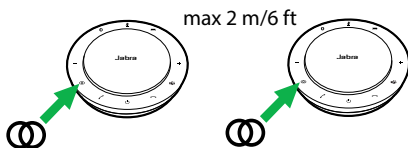


3.4 Stereo media

If you are presenting or viewing stereo multimedia or listening to music or media at your desk, two Jabra Speak 710s can be positioned on either side of a projector or monitor for automatic stereo sound.



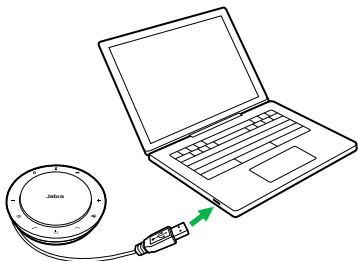
To temporarily link the audio between two Jabra Speak 710s, tap the **Link** button on both speakerphones when they are within 2m/6ft.



4. How to charge

4.1 USB charging

Plug the Jabra Speak 710 into a USB power source using the attached USB cable. The Jabra Speak 710 battery lasts for up to 15 hours of talk time and takes approx. 3 hours to fully charge.



4.2 Automatic power off

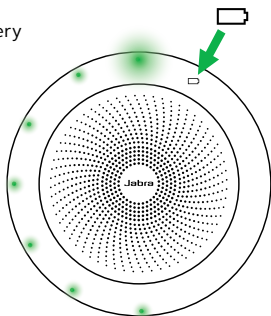
To preserve battery while unplugged, the Jabra Speak 710 will automatically power off when it has not been connected to a bluetooth device for 15 minutes.

If connected to a bluetooth device and not plugged into power, the Jabra Speak 710 will automatically power off after 8 hours.

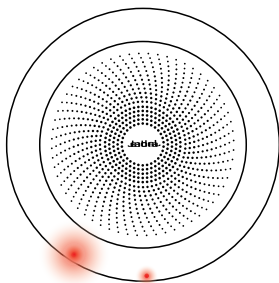
4.3 Battery status

To view the current battery status, tap the **Battery status** button. The LEDs around the edge of the Jabra Speak 710 will light up to indicate the current battery status.

Medium battery



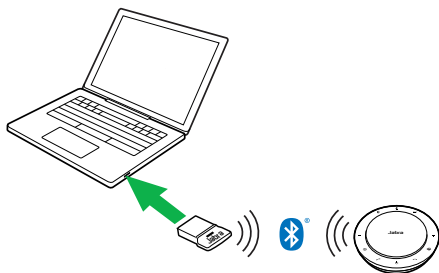
Low battery



5. How to connect

5.1 Connect to computer (Bluetooth adapter)

Plug the Jabra Link 380 Bluetooth adapter into a USB port on your computer. The Jabra Speak 710 and the Jabra Link 380 Bluetooth adapter are pre-paired and ready to use out of the box. The Bluetooth range is up to 30m.

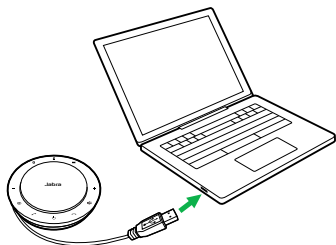


For the Jabra Speak 710 to work correctly you may need to set the Jabra Link 380 Bluetooth adapter as the playback device in your operating system's audio settings and in Microsoft Teams' audio settings.

To manually pair the Jabra Speak 710 with the Jabra Link 380 Bluetooth adapter, please use Jabra Direct. Jabra Direct can be downloaded at jabra.com/direct.

5.2 Connect to computer (USB cable)

Plug the Jabra Speak 710 into a USB port on your computer. You may need to set the Jabra Speak 710 as the playback device in your operating system's audio settings and in Microsoft Teams' audio settings.



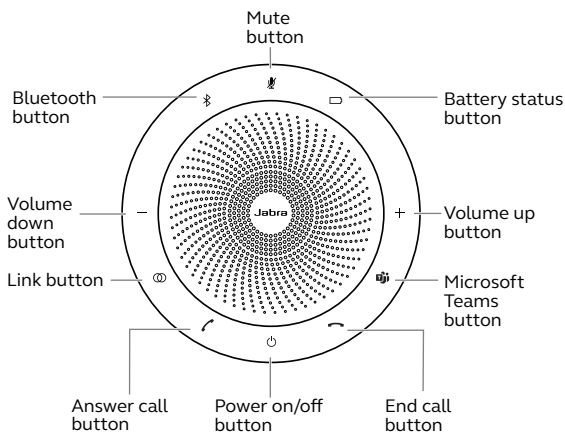
5.3 Connect to smartphone or tablet

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.



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

6. How to use













6.1 Button visibility

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 (e.g. the **Link** button is only visible when the Jabra Speak 710 is in close proximity to another Jabra Speak 710).



6.2 Typical use

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

WHAT	HOW
 <p>Link two Jabra Speak 710s</p>	<p>Tap the Link button (only visible when within 2m/6ft range of another Jabra Speak 710)</p>
<p>Bring Microsoft Teams to foreground on computer</p>	<p>Tap the Microsoft Teams button*</p>
 <p>Join Microsoft Teams meeting</p>	<p>Tap the Microsoft Teams button*</p>
<p>View Microsoft Teams missed calls and voicemails</p>	<p>Tap the Microsoft Teams button*</p>

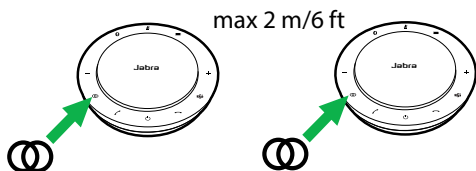
*Button functionality depends on your Microsoft Teams configuration.

6.3 Multiple call handling

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

6.4 Link button

To temporarily link the audio between two Jabra Speak 710s, tap the **Link** button on both speakerphones when they are within 2m/6ft. The **Link** button will only be visible when two Jabra Speak 710s are within 2m/6ft.

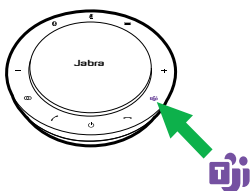




To unlink the speakerphones, tap the **Link** button on one of the speakerphones.

NOTE: Linking two Jabra 710s uses a Bluetooth connection. Each Speak 710 can only have two active Bluetooth connections. If two Bluetooth devices are currently connected to one of the Jabra Speak 710s, the last connected Bluetooth device will temporarily be replaced by the Jabra 710 link. When the Jabra 710s are unlinked, the Bluetooth device connection that was temporarily replaced, will be restored.

6.5 Microsoft Teams button

The **Microsoft Teams** button is only visible when you are logged into Microsoft Teams, and behaves differently depending on the current status of Microsoft Teams.



JABRA SPEAK 710 LEDS	WHAT THE LEDS MEANS
	<p>Solid LED</p> <p>Connected to Microsoft Teams</p>
	<p>Notifications</p> <ul style="list-style-type: none">• Microsoft Teams meeting ready to join• Microsoft Teams missed call• Microsoft Teams voicemail

*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 LEDs will pulse. Tap the Microsoft Teams button to join the meeting.

Microsoft Teams missed calls and voicemails

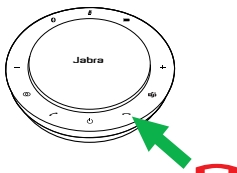
If you have Microsoft Teams missed calls or voicemails, the LEDs will flash. Tap the **Microsoft Teams** button to view the list of missed calls and voicemails.

Bring Microsoft Teams to foreground

When Microsoft Teams is running but is minimized, tap the Microsoft Teams button to maximise it to the foreground.

6.6 Voice guidance

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



6.7 Shared use

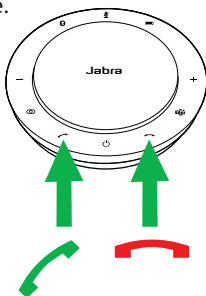
If the Jabra Speak 710 is to be shared by many users, it is recommended to enable Shared use, which can be configured in Jabra Direct. When Shared use is enabled, the speakerphone will **not** automatically connect to a previously connected Smartphone or Jabra Link 380 Bluetooth adapter. Instead, the smartphone or Jabra Link 380 Bluetooth adapter will need to be paired with the speakerphone each and every time the smartphone is out of range or turned off and then on.

To pair a smartphone or Jabra Link 380 Bluetooth adapter to the speakerphone, hold (2 secs) the **Bluetooth** button on the speakerphone and follow the voice-guided instructions.

6.8 Factory reset

Resetting the Jabra Speak 710 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 710 to your Bluetooth devices and Jabra Link 380 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

7.1 Jabra Direct

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

7.2 Update firmware

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

1. Connect the Jabra Speak 710 to a computer using the USB cable or Jabra Link 380 Bluetooth adapter.
2. Use Jabra Direct to check for the latest firmware updates. Jabra Direct can be downloaded from jabra.com/direct

8. Support

8.1 FAQ and technical specifications

View the FAQ, certifications, and technical specifications at jabra.com/help/speak710

8.2 How to care for your Jabra device

- The Jabra Speak 710 is for indoor use only.
- Avoid storage at extreme temperatures (above 60°C/140°F or below -40°C/-40°F).
- Do not expose the Jabra Speak 710 to rain or other liquids.
- Do not cover the Jabra Speak 710 speaker mesh and buttons with stickers or labels.