



**Northampton Academy**

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# IT SERVICES HELP GUIDE

Northampton Academy

## PAIRING A HEADSET FOR TEAMS USE

VERSION 1.0

FEBRUARY 26, 2021

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# How to pair the headset with your PC.

## 1.1. Setting the headset in pairing mode

Once the headset is unboxed. Locate the multifunction button.



Once located hold down for 5-8 seconds

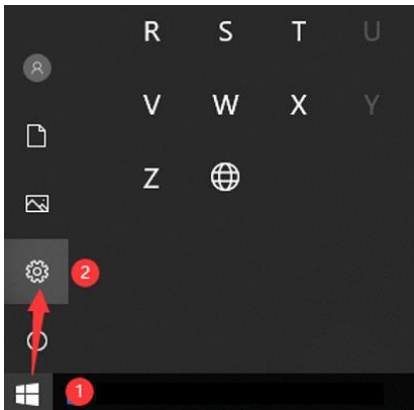
The LED on the device will flash blue and red



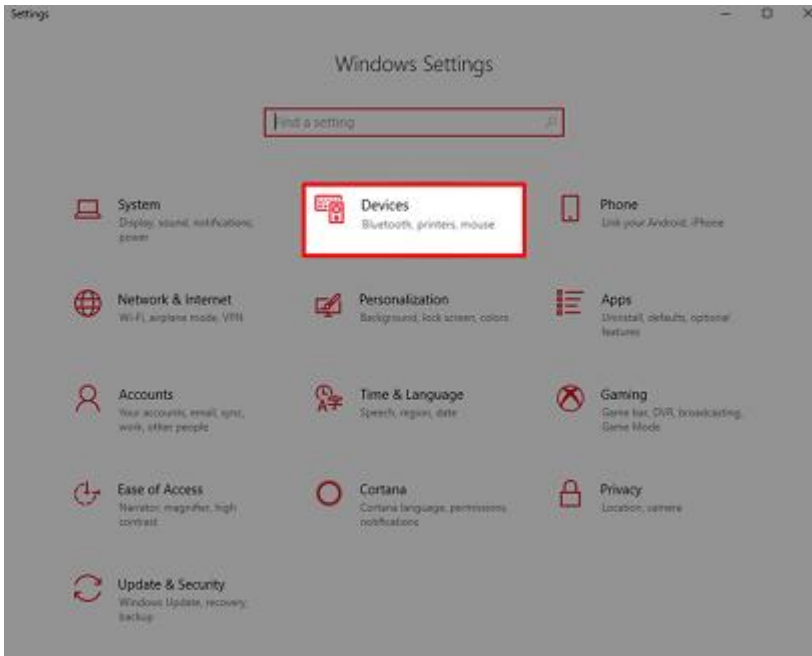
The headset is now in pairing mode

## 1.2. Pairing Bluetooth devices in Windows

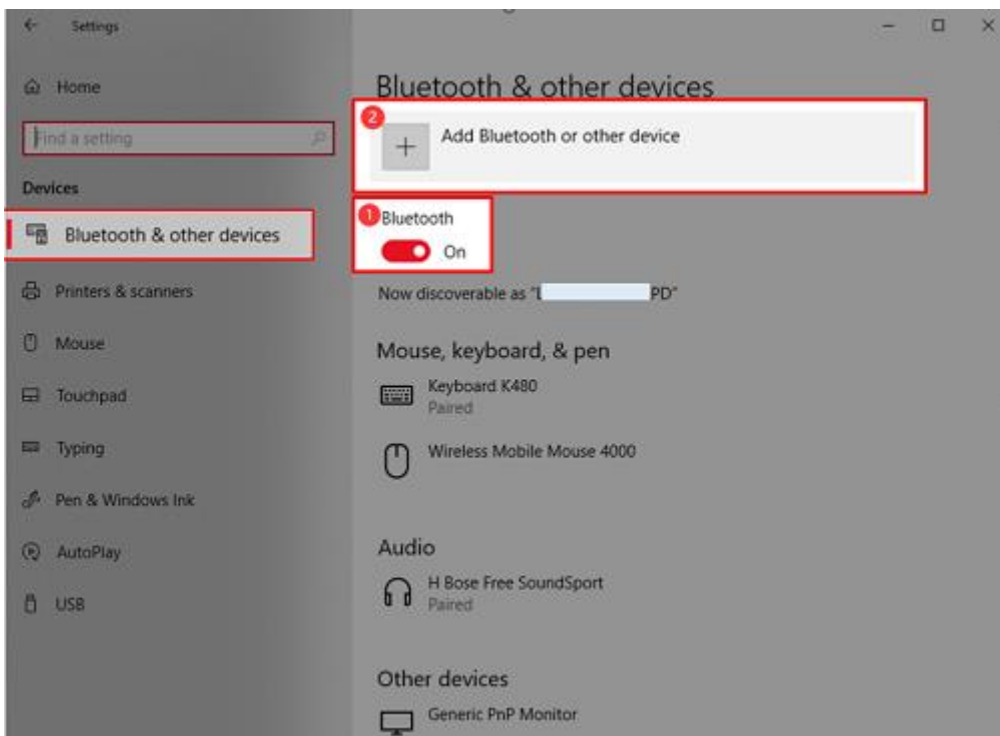
Click on windows icon and select settings



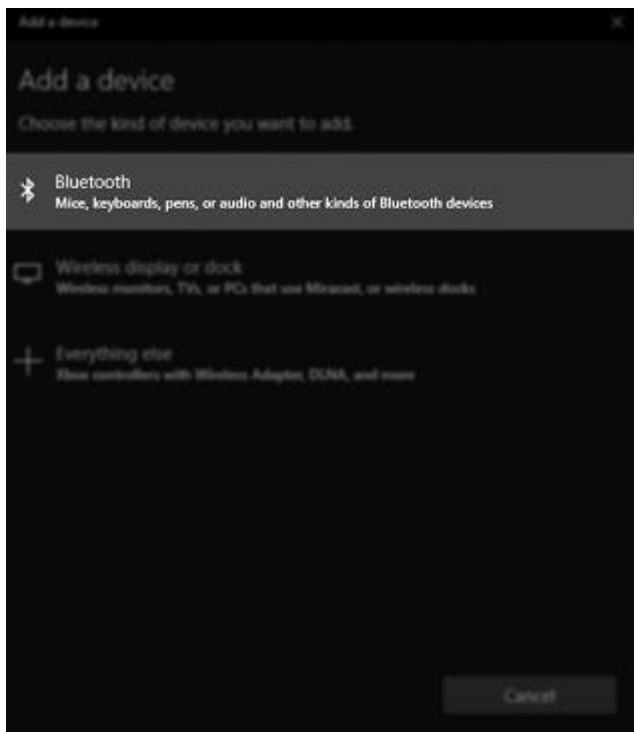
In the opened window click Devices



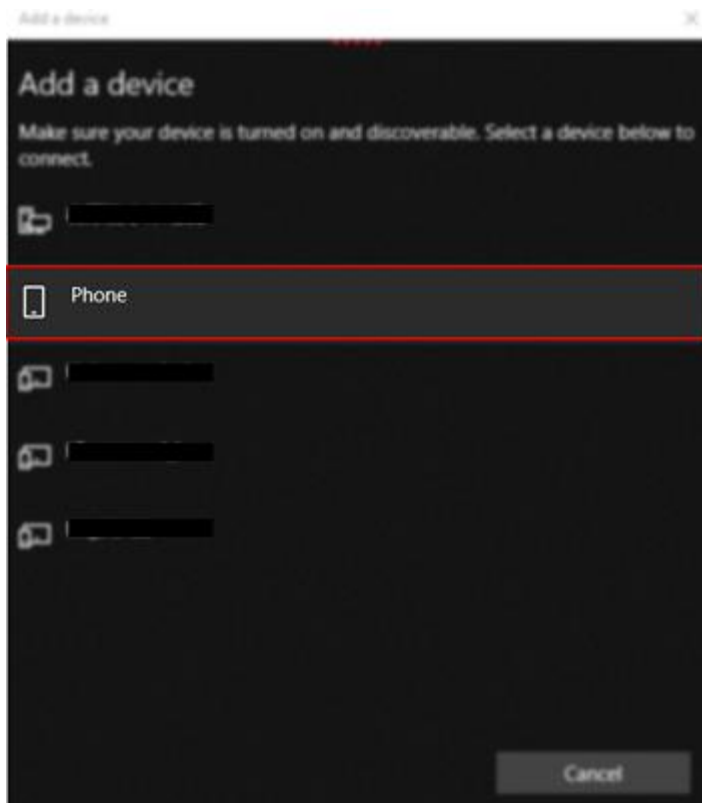
In the opened window click Bluetooth & other devices sub menu (on the left), Then make sure Bluetooth is turned on (1) and then click on “add Bluetooth or other device”



Click Bluetooth device

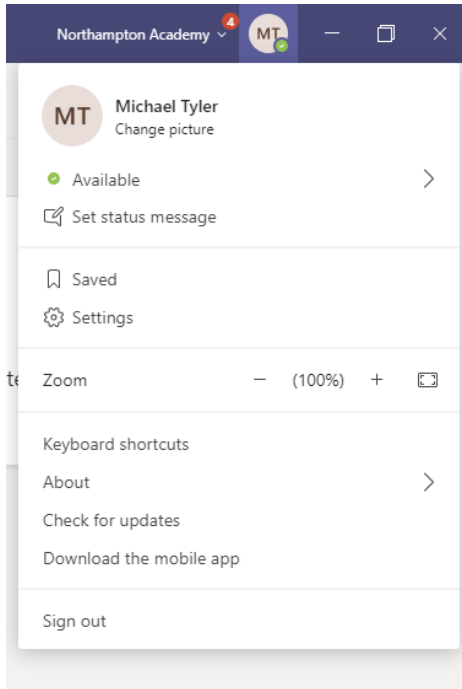


Select the device and click pair

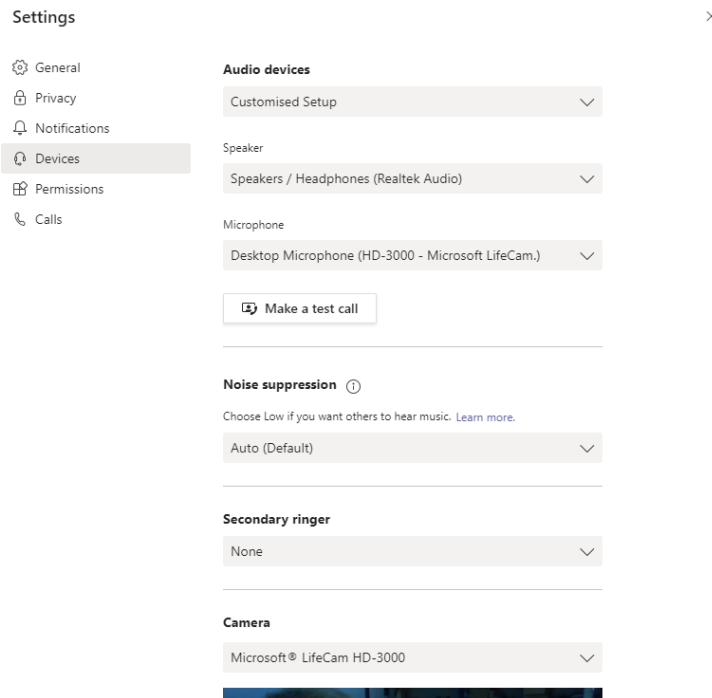


### 1.3. Adjusting Teams sound settings

With the team's window open click on you profile icon and then settings



On the opened window click devices and then select your Bluetooth headset in Speakers and Microphone.



For any more information  
please contact IT.