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1. Welcome

Thank you for using the Jabra Engage 75. We hope you will enjoy it!

**Jabra Engage 75 features**

- **Control all your devices**
  Desk phone, computer, mobile device

- **Pick your wearing style**
  Earhook, neckband, headband

- **World’s lightest DECT headset**
  Convertible headset

- **Avoid disturbances**
  Built-in Busylight

- **Use all day long**
  Up to 13 hours talk time (stereo/mono)
  Up to 9 hours talk time (convertible)

- **Take calls anywhere in the office**
  Up to 150 meters/490 feet range (stereo/mono)
  Up to 100 meters/325 feet range (convertible)

- **Secure confidential calls**
  DECT AES 256 bit encryption
2. What’s in the box

The Jabra Engage 75 comes with one of three different headset styles: stereo, mono, and convertible.

2.1 Stereo variant

![Base](image1.png)  ![Stereo headset](image2.png)

Base  Stereo headset

![Power cable](image3.png)  ![Micro-USB cable](image4.png)  ![Telephone cable](image5.png)

Power cable  Micro-USB cable  Telephone cable
2.2 Mono variant

Base

Mono headset

Neckband

Power cable

Micro-USB cable

Telephone cable
2.3 Convertible variant

Base

Convertible headset

Headband

Neckband

EarHooks (medium and large)

EarGels (looped and normal)

Power cable

Micro-USB cable

Telephone cable

Note: The large EarHook and normal EarGel are already attached to the headset.
3. How to wear

3.1 Stereo/Mono headset

The headset can be worn with the microphone on the left or the right.
3.2 Convertible headset

The headset can be worn on the left or the right ear.

EarHook  Headband

Neckband
3.3 How to change mono headset wearing styles

3.4 How to change the convertible headset EarGels

Normal

Looped
3.5 How to change the convertible headset EarHook

The EarHook with one dot is the medium size, and the EarHook with two dots is the large.

The EarHooks are flexible, and can be bent to suit your ear for a secure and comfortable fit.
3.6 How to change the convertible headset wearing style
4. How to charge

4.1 Connect to power

Plug the base into a power supply using the supplied power cable.

It is recommended to connect the telephone or computer cables before connecting the base to a power supply (see Chapter 5 for more information).
4.2 Charge the headset

The headset will charge whenever it is docked in a base that is connected to a power supply. The status LED on the headset and the battery icon on the base will pulse to indicate the headset is charging.

The stereo/mono headsets have up to 13 hours of battery, and the convertible headset has up to 9 hours of battery.

All headsets take approx. 1.5 hours to fast charge to full. 40% of the battery will charge in approx. 30 minutes.
4.3 Headset PowerNap

To conserve battery, the headset will automatically power off when it has not been docked for 30 minutes, has not been moved, and is not in use.

To end PowerNap, either move the headset (the headset has built-in motion sensors), press any button on the headset, or dock the headset in the base.

PowerNap can be permanently turned off using Jabra Direct.
5. How to connect

5.1 Connect to a desk phone with a headset port

This type of desk phone has a dedicated headset port. These phones typically have a button on the front panel for switching between the desk phone handset and the headset.

1. Plug the supplied telephone cable into the port marked 📞 on the base, and into the headset port on the desk phone.
2. Plug the base into a power supply using the supplied power cable.
3. Select a language on the base, and then start the setup wizard.

Note: For more assistance for your specific desk phone, visit www.jabra.com/compatibilityguide.
5.2 Connect to a desk phone without a headset port

This type of desk phone does not have a dedicated headset port.

1. Unplug the handset cable from the handset port on the desk phone, and plug it into the port on the base.
2. Plug the supplied telephone cable into the port marked on the base, and into the handset port on the desk phone.
3. Plug the base into a power supply using the supplied power cable.
4. Select a language on the base, and then start the setup wizard.

Note: For more assistance for your specific desk phone, visit www.jabra.com/compatibilityguide.
5.3 Connect to a USB desk phone

1. Plug a micro-USB cable into the port marked on the base, and into an available USB port on your USB desk phone.
2. Plug the base into a power supply using the supplied power cable.
3. Select a language on the base, and do not start the setup wizard. The base is already configured for USB desk phones and does not require the setup wizard.
5.4 Connect to a computer

1. Plug the supplied micro-USB cable into the port marked \( \text{PC} \) on the base, and into an available USB port on your computer.
2. Plug the base into a power supply using the supplied power cable.
3. Select a language on the base, and do not start the setup wizard. The base is already configured for computers and does not require the setup wizard.
4. Ensure the Jabra Engage 75 is set as the default playback device and recording device in your operating system’s sound settings, and/or your preferred softphone (e.g. Skype for Business). It is recommended to download and install Jabra Direct from jabra.com/direct.
5.5 Connect headset to a computer

1. Plug the supplied micro-USB cable into an available USB port on your computer.
2. Press and hold either the Volume up, or Volume down, or Mute button on the headset while plugging the other end of the micro-USB cable into the headset. Once the LED on the headset stops flashing green, release the button.
3. The headset can now be selected as an audio playback device on the computer.
5.6 Pair to a mobile device, or mobile devices, using Bluetooth

It is possible to pair and connect to two mobile devices.

1. Plug the base into a power supply using the supplied power cable.
2. Tap \( \equiv \) to open the Settings menu, and tap \( \equiv \) to navigate down to **Mobile device**.
3. Tap \( \checkmark \) to select **New**. Follow the onscreen pairing instructions to pair your mobile device to the headset.

After pairing, the headset and base will automatically connect to your mobile device whenever the mobile device is turned on, within range of the base, and has Bluetooth enabled.

Note: Pairing to a third mobile device will replace the pairing of one of the previously paired mobile devices, so long as one of those mobile devices is currently not connected to the base.
5.7 Pair to a mobile device using NFC

1. Plug the base into a power supply using the supplied power cable.
2. Ensure NFC is enabled on your mobile device.
3. Hold the mobile device against the NFC logo on the base, and follow the instructions on your mobile device to complete the pairing.

After pairing, the headset and base will automatically connect to your mobile device whenever the mobile device is turned on, within range of the base, and has Bluetooth enabled.

Note: The specific NFC location on the mobile device may vary. Refer to the user manual for the mobile device for more information.
6. How to use

6.1 Stereo/Mono headset overview

6.2 Convertible headset overview
6.3 Base overview

![Base overview diagram]

6.4 Base status icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🍃️</td>
<td>Battery status</td>
</tr>
<tr>
<td>🏷️</td>
<td>Unknown battery status</td>
</tr>
<tr>
<td>🔄</td>
<td>Headset connected</td>
</tr>
<tr>
<td>🔄️</td>
<td>(blinking) Headset not detected</td>
</tr>
<tr>
<td>🔄️️</td>
<td>Two headsets in conference mode</td>
</tr>
<tr>
<td>3x0</td>
<td>Three headsets in conference mode</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>4x0</td>
<td>Four headsets in conference mode</td>
</tr>
<tr>
<td>![Mobile device]</td>
<td>Mobile device</td>
</tr>
<tr>
<td>![Desk phone]</td>
<td>Desk phone</td>
</tr>
<tr>
<td>![Computer]</td>
<td>Computer</td>
</tr>
<tr>
<td>![Second mobile device]</td>
<td>Second mobile device</td>
</tr>
<tr>
<td>![Paired mobile device not connected]</td>
<td>Paired mobile device not connected</td>
</tr>
<tr>
<td>![Target phone]</td>
<td>Target phone</td>
</tr>
<tr>
<td>![Call on target phone]</td>
<td>Call on target phone</td>
</tr>
<tr>
<td>![Held call]</td>
<td>Held call</td>
</tr>
<tr>
<td>![Incoming call on mobile device]</td>
<td>Incoming call on mobile device</td>
</tr>
<tr>
<td>![Incoming call on desk phone]</td>
<td>Incoming call on desk phone</td>
</tr>
<tr>
<td>Symbol</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>📱</td>
<td>Incoming call on computer</td>
</tr>
<tr>
<td>📞</td>
<td>Incoming call on second mobile device</td>
</tr>
<tr>
<td>Caller ID</td>
<td>Incoming call with caller id</td>
</tr>
</tbody>
</table>
6.5 How to change language

Onscreen text
There are 16 available languages for the onscreen text: English, German, French, Chinese (simplified), Spanish, Czech, Danish, Dutch, Finnish, Hungarian, Italian, Norwegian, Polish, Russian, Swedish, and Turkish.

Headset voice announcements
There are 5 available languages for the headset voice announcements: English, German, French, Japanese, and Spanish.

To change language:
1. Tap \(\equiv\) to open the Settings menu, and tap \(\equiv\) to navigate down to Language.
2. Tap + or − to switch between Text or Voice, and then tap ✔ to confirm your choice.
3. Tap + or − to cycle through the available languages, and then tap ✔ to confirm your choice.

Note: When choosing a voice language, if Follow text is selected and the current text language is not one of the 5 available voice languages, the voice language will default to English.
6.6 How to adjust the microphone volume for desk phone calls

To adjust the desk phone microphone volume:
1. Tap on the base to open the Settings menu.
2. Tap + or – to adjust the desk phone microphone volume, and then tap ✓ to confirm your choice.

The microphone volume can be adjusted while you are on a call, however the microphone volume will reset to the default level when the call ends.
6.7 How to reset

Resetting the headset and the base clears the list of paired devices and resets all settings.

To reset:
1. Dock the headset in the base.
2. Hold ☰ for 2 seconds to open the Advanced settings menu.
3. Tap ‡ to select Base, and then tap ✓ to confirm your choice.
4. Tap ☰ to navigate down through the settings until Reset configuration is selected.
5. Tap − to select Yes, and then tap ✓ to confirm your choice. The headset and base will reboot and all settings will return to their default values.
## 7. How to make calls

### 7.1 Basic call usage

<table>
<thead>
<tr>
<th>Function</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power on</strong></td>
<td>Press the <strong>Call</strong> button on the headset, or dock the headset in the base</td>
</tr>
<tr>
<td><strong>Power off</strong></td>
<td>Hold the <strong>Call</strong> button for 4 seconds</td>
</tr>
<tr>
<td><strong>Answer call</strong></td>
<td>Press the <strong>Call</strong> button, undock the headset, or tap on the base</td>
</tr>
<tr>
<td><strong>End call</strong></td>
<td>Press the <strong>Call</strong> button, dock the headset, or tap on the base</td>
</tr>
<tr>
<td><strong>Reject call</strong></td>
<td>Double-press the <strong>Call</strong> button, or tap on the base</td>
</tr>
<tr>
<td><strong>Switch target phone</strong></td>
<td>Undock the headset and hold the <strong>Call</strong> button for 1 second</td>
</tr>
<tr>
<td></td>
<td>Alternatively, hold on the base for 1 second</td>
</tr>
</tbody>
</table>
### Adjust volume

- **Press the Volume buttons.**

  - The headset uses motion sensors to detect which button is volume up and which is volume down, depending on the headset orientation.

### Toggle Busylight

- **Press both Volume buttons at the same time.**

### Mute/un-mute microphone

- **Press the Mute button**
  - (stereo/mono headset)

### Mute/un-mute microphone

- **Press the Mute button**
  - (convertible headset)
7.2 Merge calls

It is possible to merge an incoming call with a current call.

To merge calls:
1. Hold the Call button (2 secs) on the headset, or tap 🔄 on the base, to accept the incoming call. This will place the current call on hold.
2. Tap 🔄 and select Yes to merge the calls.

To unmerge the calls, tap 🔄 and then select Yes to unmerge the calls.

To end the merged call, dock the headset or press the Call button on the headset.
7.3 Conference calls

**Add headset(s) to a conference call**

Up to three additional headsets can be connected to one base for conferencing.

1. Undock the primary headset.
2. Dock an additional headset in the base.
3. Tap ✓ to add the headset as an additional conference headset.
4. A voice prompt will play in the primary headset. Press the **Call** button on the primary headset to accept the additional headset to the conference. The audio will now be shared between headsets.

By default, the additional headset will be muted.

Note: It is possible to use Jabra Engage 65 headsets for conference calls.
Add headset(s) to a conference call without docking

Up to three additional headsets can be connected to one base, without the need to dock the headsets.

1. Tap ☐ on the base to open the settings menu, and navigate to Add headset.
2. Tap ☰ to switch to Pair without docking.
3. Tap ✔ to put the base into pairing mode.
4. Power off the additional headset by holding the Call button for 4 seconds.
5. Put the additional headset into pairing mode by holding the Call button for 5 seconds until the status LED on the headset flashes blue.
6. A voice prompt will play in the primary headset. Press the Call button on the primary headset to accept the additional headset, to the conference. The audio will now be shared between headsets.

By default, the additional headset will be muted.

Note: It is possible to use Jabra Engage 65 headsets for conference calls.
End or leave a conference call

To end the call for all headsets, press the Call button on the primary headset, or dock the primary headset in the base.

Additional headsets can leave the conference by pressing the Call button on the headset, or by docking the additional headset in the primary headset’s base (not the additional headset’s base). The conference call will continue for all other headsets.

Permanent conference mode

By default, the conference will end automatically for all additional headsets when the call ends.

It is possible to continue the conference with the additional headsets until the primary headset is docked, by changing this setting in Jabra Direct.
7.4 Transfer a call from desk phone to headset

To transfer a call:
1. Select the desk phone as the target phone on the base.
2. Lift the headset from the base, or tap the **Call** button on the headset. If necessary, press the headset button on the desk phone. The audio will transfer from the desk phone handset to the headset.

Do not hang up the desk phone handset until the call is finished.
To transfer a call from the headset to a desk phone, lift the desk phone handset and then dock the headset in the base.

The audio will transfer from the headset to the desk phone.
7.6 Transfer a call from mobile device to headset

To transfer a call:
1. Select the mobile device as the target phone on the base.
2. Lift the headset from the base, or tap the Call button on the headset.
3. Select Yes on the base to transfer the call audio to the headset.

Do not end the call on the mobile device until the call is finished.
7.7 Multiple call handling

The headset and base can accept and handle multiple calls at the same time.

<table>
<thead>
<tr>
<th>Multiple call handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer incoming call and put current call on hold</td>
</tr>
<tr>
<td>Switch between held call and active call</td>
</tr>
<tr>
<td>Reject incoming call, while on a current call</td>
</tr>
</tbody>
</table>
8. How to change settings

Headset, base, phone, and general settings can be changed on the base using the Basic settings menu, or the Advanced settings menu.

Alternatively, all settings can be changed using Jabra Direct on your computer. Jabra Direct can be downloaded at jabra.com/direct.

8.1 Basic settings

Tap ☐ to access the Basic settings menu.

<table>
<thead>
<tr>
<th>Desk phone microphone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume controls</td>
<td>Tap + or - to adjust the desk phone microphone volume</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add headset settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How to</td>
<td>View instructions on how to add a new headset to the base</td>
</tr>
<tr>
<td>Pair without docking</td>
<td>Select to put the base into pairing mode, and then view instructions on how to pair a headset to the base without docking the headset</td>
</tr>
<tr>
<td>Conference</td>
<td>Select the method to use for ending conference calls</td>
</tr>
<tr>
<td><strong>Mobile device settings</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>New</td>
<td>View instructions on how to pair the headset/base to a mobile device</td>
</tr>
<tr>
<td>Devices</td>
<td>View a list of paired mobile devices</td>
</tr>
<tr>
<td>Disconnect</td>
<td>Select to disconnect all paired mobile devices</td>
</tr>
<tr>
<td>Delete pairing</td>
<td>Select to unpair all mobile devices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Language settings</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Select the screen text language from a list of 16 languages</td>
</tr>
<tr>
<td>Voice</td>
<td>Select the headset voice language from a list of 5 languages</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ringtone settings</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk phone</td>
<td>Select a ringtone and ringtone volume for incoming desk phone calls</td>
</tr>
<tr>
<td>USB desk phone</td>
<td>Select a ringtone and ringtone volume for incoming USB desk phone calls</td>
</tr>
<tr>
<td>Softphone</td>
<td>Select a ringtone and ringtone volume for incoming softphone calls</td>
</tr>
<tr>
<td>Mobile device</td>
<td>Select a ringtone and ringtone volume for incoming mobile device calls</td>
</tr>
<tr>
<td>Screen settings</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Idle screen</strong></td>
<td>Select what should be displayed on the base when it is not in use</td>
</tr>
<tr>
<td><strong>Brightness</strong></td>
<td>Select the brightness of the screen and the screensaver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clock settings*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hour format</strong></td>
</tr>
<tr>
<td><strong>Set</strong></td>
</tr>
</tbody>
</table>

*Only available when **Synchronize clock with computer** is set to **Off** in Jabra Direct.*
## 8.2 Advanced settings

Hold ⇨ (2 secs) to access the Advanced settings menu.

<table>
<thead>
<tr>
<th>Headset settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equalizer for calls</strong></td>
</tr>
<tr>
<td><strong>Optimize audio for music</strong></td>
</tr>
<tr>
<td><strong>Audio announcements</strong></td>
</tr>
<tr>
<td><strong>Audio protection</strong></td>
</tr>
<tr>
<td><strong>Audio bandwidth</strong></td>
</tr>
<tr>
<td><strong>Mute reminder</strong></td>
</tr>
<tr>
<td>Feature</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Sidetone</td>
</tr>
<tr>
<td>Voice language</td>
</tr>
<tr>
<td>Busylight</td>
</tr>
<tr>
<td>Headset conferencing</td>
</tr>
<tr>
<td>Pair without docking</td>
</tr>
<tr>
<td>PowerNap</td>
</tr>
<tr>
<td>Base settings</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Button feedback volume</td>
</tr>
<tr>
<td>Screen brightness</td>
</tr>
<tr>
<td>Wireless signal range</td>
</tr>
<tr>
<td>Record call</td>
</tr>
<tr>
<td>Merge call</td>
</tr>
<tr>
<td>Call priority</td>
</tr>
<tr>
<td>Phone for outgoing call</td>
</tr>
<tr>
<td>Feature</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Answer call on undock</td>
</tr>
<tr>
<td>Simultaneous ring</td>
</tr>
<tr>
<td>PowerNap</td>
</tr>
<tr>
<td>Base name</td>
</tr>
<tr>
<td>Reset configuration</td>
</tr>
<tr>
<td><strong>Softphone settings</strong></td>
</tr>
<tr>
<td>Start setup</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
## Desk phone settings

**Start setup**

- Select **Yes** to open the Advanced desk phone settings menu
- Tap ↓ to navigate down through the available desk phone settings
- Press ↵ to accept any changes made to the settings. The base will reboot

## USB desk phone settings

**Start setup**

- Select **Yes** to open the Advanced USB desk phone settings menu
- Tap ↓ to navigate down through the available USB desk phone settings
- Press ↵ to accept any changes made to the settings. The base will reboot
<table>
<thead>
<tr>
<th>Mobile device settings</th>
<th>Start setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select <strong>Yes</strong> to open the Advanced Mobile device settings menu</td>
<td>Tap ⬇️ to navigate down through the available mobile device settings</td>
</tr>
<tr>
<td></td>
<td>Press ⇧ to accept any changes made to the settings. The base will reboot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap ⬇️ to navigate down through the list of product information</td>
</tr>
</tbody>
</table>
9. Jabra Direct

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

Download via jabra.com/direct

9.1 Firmware update

Jabra Direct will notify you when there is a firmware update available.
10. Support

10.1 FAQ

View the FAQs on jabra.com/engage.

10.2 How to care for your device

• It is recommended to keep the headset between -5°C and 45°C (23°F and 113°F).
• Do not store the headset for extended periods of time without recharging the battery (max. three months).
• If the headset or base becomes dirty, it is recommended to clean them with a soft, lint-free cloth that has been dampened with clean water.

10.3 Replacement accessories

Replacement or additional accessories can be purchased online at jabra.com/accessories.