

Quick Start Guide

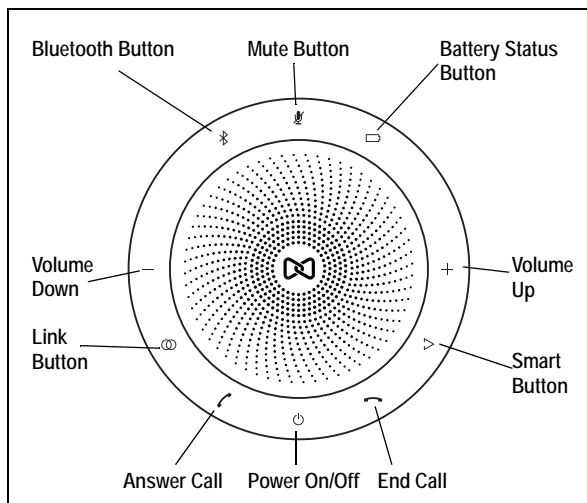
Mitel S720 Bluetooth Speakerphone

Congratulations on your purchase of the Mitel® S720 Bluetooth Speakerphone. The Mitel S720 Bluetooth Speakerphone is supported with the Mitel MiVoice 6930 and 6940 IP phones that allows you to instantly transform any room into a conference room. You can easily connect and enjoy the crystal clear HD audio, while maximizing productivity during conference calls through this premium portable and easy-to-use Bluetooth speakerphone.

Features

- HD voice audio
- Omni directional microphone
- Functionally integrated with desk phone - volume / mute sync, pulling call to / from conference phone
- Connect two speakerphones wirelessly to extend speakerphone range and for stereo music playback
- Play smartphone audio from mobile with auto pause when incoming call to desk phone
- Intuitive connectivity through Bluetooth®
- Portable design, protective travel pouch, and battery powered with USB charging (15 hours of talk time)
- Flexible and scalable for office side tables and small meeting rooms

How to use



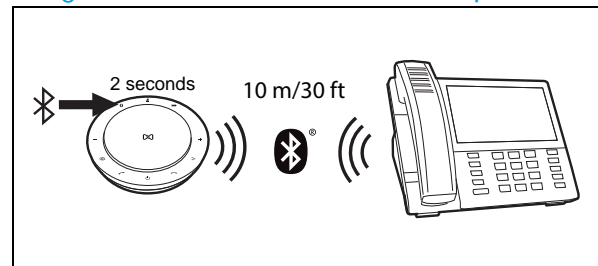
Button	Description
	Turns on or off.
	Answers a call.
	Ends or rejects a call.
	Hold (8 secs) to turn on or off voice guidance.
	Increases or decreases the volume.

	Mutes the microphone.
	Shows the battery status.
	Connects to a Bluetooth device.
	Links two speakerphones.
	Turns on or off the voice assistant application on your smartphone.

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

The > button, ⊕ button, and 🎤 button will only be visible under certain conditions (that is, the ⊕ button is only visible when the speakerphone is in close proximity to another speakerphone).

Pairing to the Mitel MiVoice 6930 IP phone



To pair the Mitel S720 Bluetooth Speakerphone to the Mitel MiVoice 6930 IP phone:

1. Press the key on the IP phone to enter the **Settings** menu.
2. Navigate to the **Bluetooth** menu and press the **Select** button or **Select** softkey.
3. Ensure Bluetooth functionality is enabled. If it is not enabled, press the **Turn On** softkey to enable Bluetooth functionality.
4. Press and hold the **Bluetooth** button on the speakerphone (the voice prompt directs you to go to the Bluetooth menu on your device).
5. Press the down navigation key to view the list of **Available Devices**.
6. Press the right navigation key to move to the Bluetooth device selection column.
7. Using the up and down navigation keys, select **S720 BT Speakerphone** and press the **Pair** softkey. The phone pairs the speakerphone and automatically connects it.
8. Press **OK** to acknowledge the successful connection. The MWI indicator flashes blue and the speakerphone announces "Device

Connected" when successfully connected.

Pairing to the Mitel MiVoice 6940 IP phone

To pair the Mitel S720 Bluetooth Speakerphone to the Mitel MiVoice 6940 IP phone:


1. Press the  key on the IP phone to enter the **Settings** menu.
2. Tap the **Bluetooth** icon.
3. Ensure Bluetooth functionality is enabled. If it is not enabled, swipe the **Bluetooth** toggle switch (located at the top right of the screen) to the right to enable Bluetooth functionality.
4. Press and hold the **Bluetooth** button on the speakerphone (the voice prompt directs you to go to the Bluetooth menu on your device).
5. Tap Available Devices to view the list of discoverable Bluetooth devices.
6. Tap S720 BT Speakerphone to start the pairing process. The phone pairs the speakerphone and automatically connects it.
7. Tap **OK** to acknowledge the successful connection. The MWI indicator flashes blue and the speakerphone announces "Device Connected" when successfully connected.

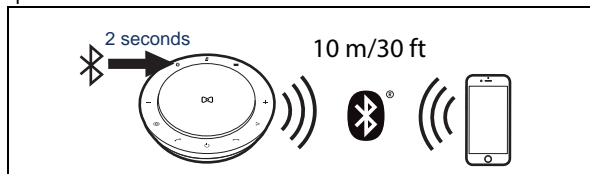
Pairing to a smartphone

You can use the Mitel S720 Bluetooth Speakerphone with your Mitel MiCollab Mobile Soft Client on your smartphone. By pairing your smartphone with the Mitel S720 Bluetooth Speakerphone you can also use your smartphone's music player to listen to music on the speakerphone. Incoming calls to your smartphone or desk phone will automatically pause the music playback so you can handle the call. Music playback will automatically resume once the call has ended.

Note: The Mitel S720 Bluetooth Speakerphone is not supported with any non-Mitel softphone.

To pair the Mitel S720 Bluetooth Speakerphone to your smartphone:

1. Tap and hold the  button on the speakerphone for 2 seconds and follow the voice-guided instructions to pair to your smartphone.



Note: The Mitel S720 BT Speakerphone only supports two active Bluetooth connections. If you pair and connect the speakerphone with both your desk phone and your mobile phone, you will not be able to connect any other Bluetooth devices to it.

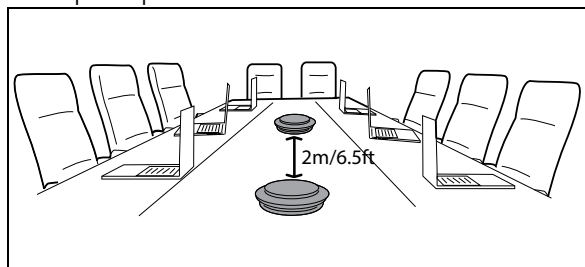
Linking two Mitel S720 Bluetooth Speakerphones

You can link two speakerphones:

- To extend conference room pick-up to 12 participants
- For stereo music playback at your desk


To extend conference room pick-up to 12 people:

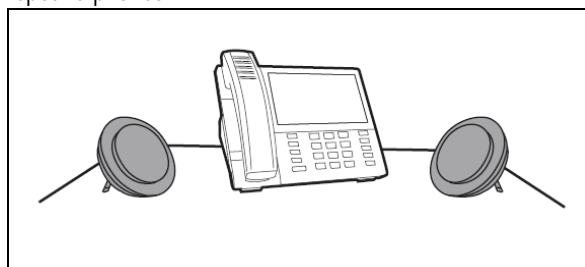
2. Place the two speakerphones within 2m (6.5ft) from each other.
3. Pair one of the speakerphones to the IP phone in the room.
4. Link the second speakerphone by tapping the **Link** button on both speakerphones



Note: If you want to avoid automatic power off which will disconnect the link between the two speakerphones in a meeting room, it is recommended that both speakerphones be permanently powered. This can be achieved by plugging the USB cable of one of the speakerphones to the USB port on the back of the IP phone and plug the second speakerphone to a standard USB AC Adapter (minimum 7 W).

To play stereo music from two Mitel S720 Bluetooth Speakerphones:

1. Pair one of the speakerphones to the IP phone.
2. Pair your smartphone to the second speakerphone.
3. Link the two speakerphones by tapping the  button on both speakerphones.



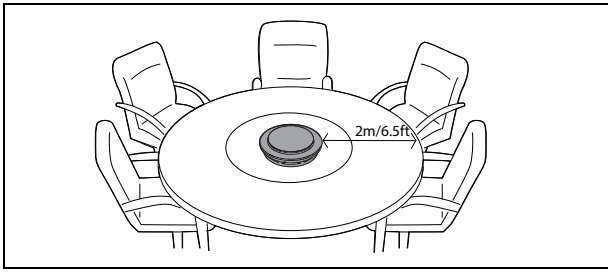
Notes:

1. The two speakerphones must be within 2m (6.5ft) of each other to link them.
2. The link between the two speakerphones consumes one active Bluetooth connection on each speakerphone. Each speakerphone can only support one additional active connection. One will be consumed by the connection to your desk phone and the other by the connection to your smartphone. You will not be able to connect any other Bluetooth devices to either speakerphone.

Where to position

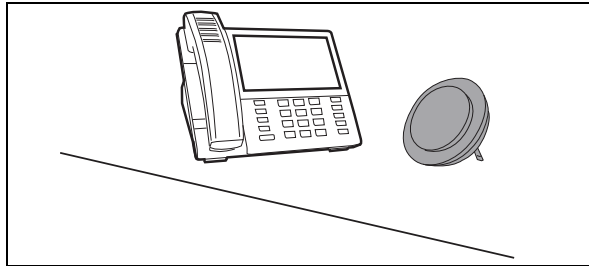
Small meeting room

Position the Mitel S720 Bluetooth Speakerphone in the center of the table, up to 2m (6.5ft) from each participant. A single speakerphone is ideal for up to six people.



Desk



When using the Mitel S720 Bluetooth Speakerphone at your desk, it is recommended that you place the speakerphone into an upright position using the table stand. This will better direct the audio towards you.



Call handling


Moving call audio between the IP phone and the Mitel S720 Bluetooth Speakerphone

To move call audio between the IP phone and the Mitel S720 Bluetooth Speakerphone:



1. Tap the  button on the speakerphone to move the call audio to the speakerphone after answering or making a call on the IP phone.
2. Press the  key or lift the handset on the IP phone to move the call audio back to the IP phone.

Answering an incoming call directly on the Mitel S720 Bluetooth Speakerphone

To answer an incoming call directly on the Mitel S720 Bluetooth Speakerphone:


- Tap the  button on the speakerphone to answer an incoming call directly while it is ringing.

Multiple call handling

- To put a current call on hold and answer an incoming call, tap the  button on the speakerphone.
- To switch between held call and an active call, tap the  button on the speakerphone.

- To reject an incoming call and continue with the current call, tap the  button on the speakerphone.


Notes:

1. If you have paired and connected your smartphone to your Mitel MiVoice 6930 or 6940 IP phone, your smartphone will temporarily disconnect from the IP phone while you have a call active on the Mitel S720 Bluetooth Speakerphone. The IP phone will automatically reconnect your smartphone once the call has been terminated.
2. If you have paired your smartphone to the speakerphone to listen to music and have also paired it to the IP phone to use its MobileLink features, then it is recommended that you **always answer incoming calls on the IP phone first and then move the call audio to the speakerphone.**
3. The  key LED on the IP phone will remain unlit when the call audio is presented on the speakerphone.

Call Handling on MiCollab PC Client through the Mitel S720 Bluetooth Speakerphone

You can set up the Mitel S720 Bluetooth Speakerphone to support call accept, end, mute, and volume control for the MiCollab PC Client application.

To set-up a Mitel S720 Bluetooth Speakerphone for MiCollab PC Client:

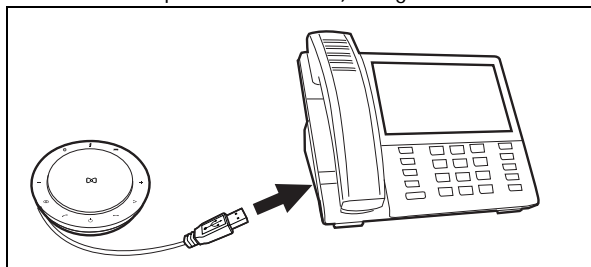
1. Power on the S720 speakerphone.
2. Ensure that the speakerphone is plugged into a USB port on your PC or is connected to your PC through the Jabra Link 370 USB Bluetooth Adapter. If not connected, tap and hold the  button on the speakerphone and click **Connect** on the **Jabra Link 370** from the Bluetooth menu on your PC.
3. Go to sound settings on your PC, navigate to the **Playback** tab and select **S720/Jabra Link S730** as the Default Communications Device.
4. In the **Recording** tab, select **S720/Jabra Link S730** as the Default Communications Device.
5. On your MiCollab PC Client, navigate to **Settings > Call Settings > Playback Ringtone/Ringback** to select the preferred device mode.

To make, receive or end call:

1. Ensure to set **Softphone** as the default calling mode on your MiCollab Client.
2. Place a call using your MiCollab Client. The audio and microphone is provided by the S720 speakerphone.
3. During an incoming call, the ringing is played through the device selected (Default Device or Default communication device) for Playback Ringtone/Ringback in MiCollab Client settings.
4. To receive a call, tap the green button on the speakerphone.
5. To adjust the volume, tap the + or - button on the speakerphone.
6. To end the call, tap the red button on the speakerphone.

Charging

Plug the Mitel S720 Bluetooth Speakerphone to the USB port of the IP phone or other powered USB port (for example, a USB port on a PC or USB AC Adapter 7 W minimum) using the USB cable.

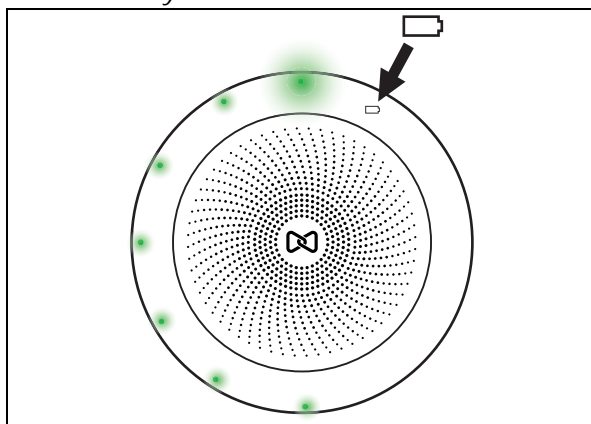


Note: The Mitel S720 Bluetooth Speakerphone battery lasts for up to 15 hours of talk time on a full charge and takes approximately 3 hours to fully charge.

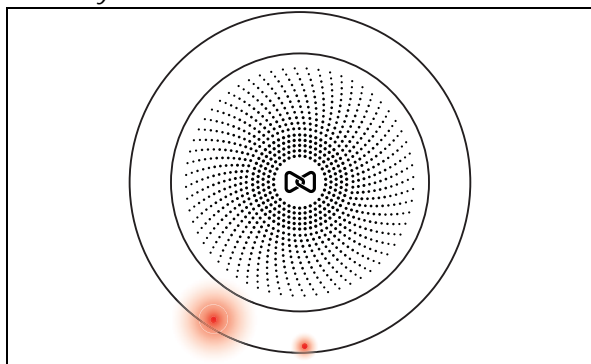
Viewing battery status

To view the battery status, tap the  button. The LEDs around the edge of the Mitel S720 Bluetooth Speakerphone light up to indicate the current battery status.

Maximum battery



Low battery



Automatic power off

To preserve battery while unplugged, the Mitel S720 Bluetooth Speakerphone automatically powers off when it is not connected to a Bluetooth device for 15 minutes. If connected to a Bluetooth device and unplugged, it automatically powers off after 8 hours.

Jabra Direct

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

Jabra Direct is used to update the Mitel S720 Bluetooth Speakerphone firmware. You can download the latest Jabra Direct PC software application from Jabra.com/direct.

Update firmware

To update the firmware of the Mitel S720 Bluetooth Speakerphone:

1. Connect the Mitel S720 Bluetooth Speakerphone to a PC using the USB cable.
2. Install Jabra Direct on your PC.
3. Use Jabra Direct to check for the latest firmware updates.

How to care

- The Mitel S720 Bluetooth Speakerphone is for indoor use only.
- Avoid storage at extreme temperatures (above 65°C/149°F or below -40°C/-40°F).
- Do not expose the Mitel S720 Bluetooth Speakerphone to rain or other liquids.
- Do not cover the Mitel S720 Bluetooth Speakerphone with stickers or labels.

Factory reset

Resetting the Mitel S720 Bluetooth Speakerphone clears its list of paired Bluetooth devices and also clears all personalized settings. After a factory reset, it is necessary to re-pair the Mitel S720 Bluetooth Speakerphone to your Bluetooth devices.

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