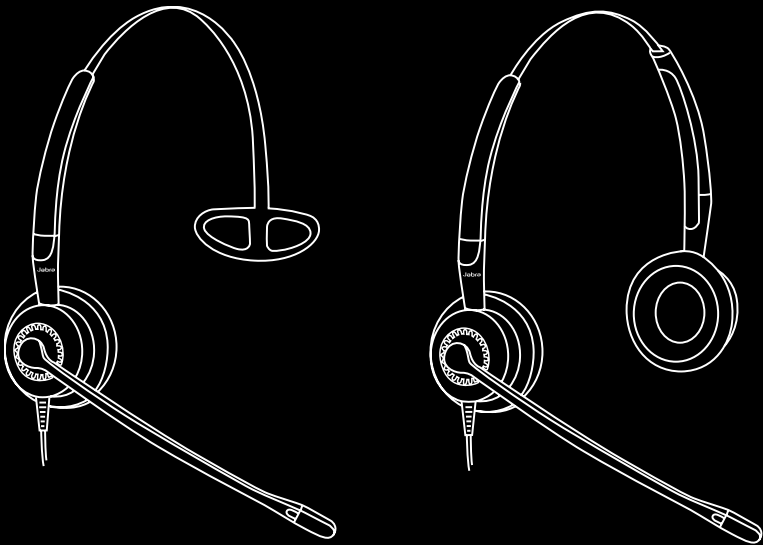


**Jabra**

# Jabra BIZ 2400



**USER MANUAL**

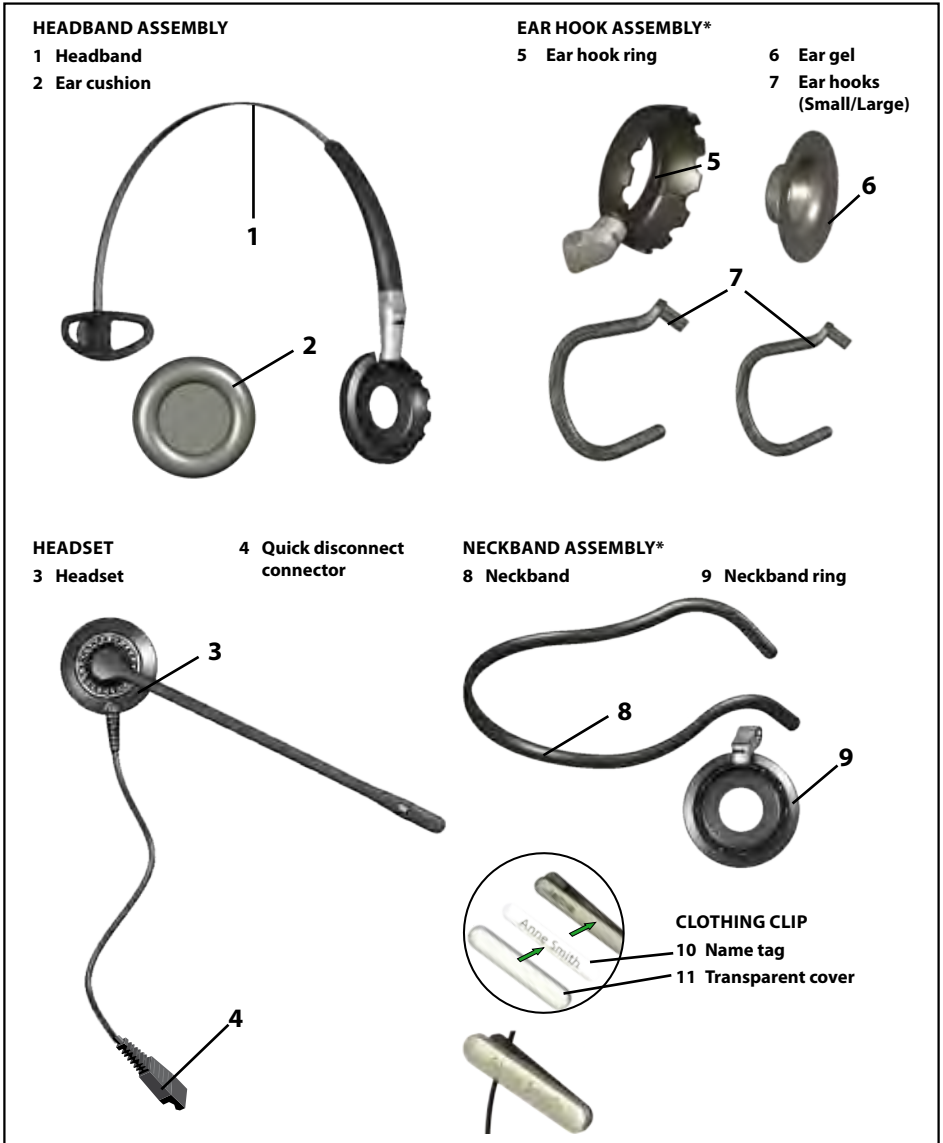
[www.jabra.com](http://www.jabra.com)

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Written and designed at GN Netcom A/S, Lautrupbjerg 7, 2750 Ballerup, Denmark, www.jabra.com.

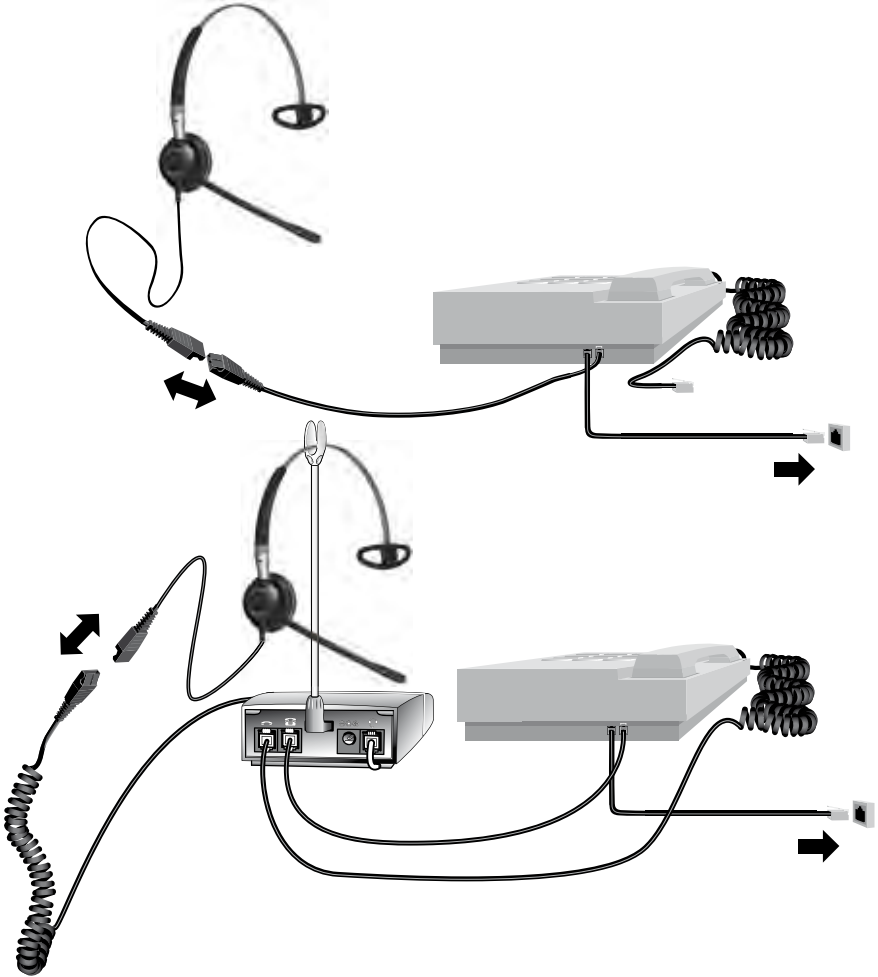
## PART OVERVIEW



## CONNECTING THE HEADSET TO THE PHONE:

- **Plug the headset into an adapter cord suited to your phone system**
- **Unplug the handset from the phone\***
- **Connect the adapter cord to the handset port**

\*If your phone has a headset port, connect the adapter cord directly to the headset port.

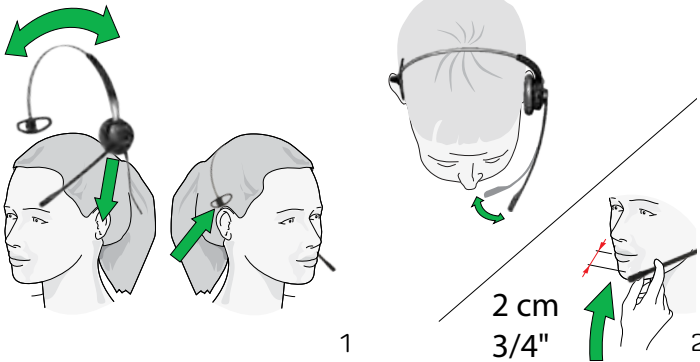


**Thank you for buying a GN Netcom A/S product.**

All GN Netcom A/S products are designed and manufactured in accordance with strict quality standards and should, with a minimum of maintenance, give many years of satisfactory use.

**WEARING THE HEADSET WITH THE HEADBAND**

All mono Jabra BIZ™ 2400 models include a headband attachment. To use it:

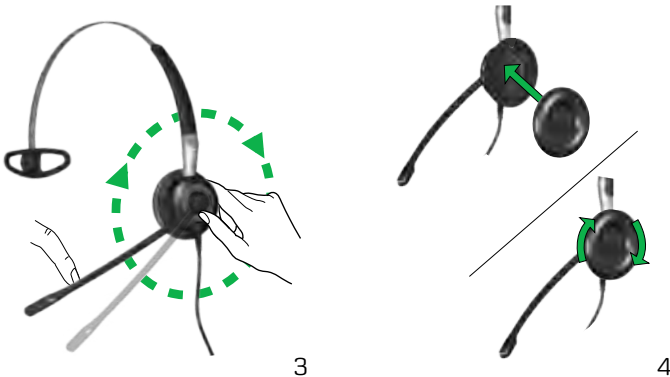


**1. How to wear the headband.**

Place the headband over your head, with the headset positioned against your preferred ear and the T-bar positioned just above the opposite ear. Adjust the headband for optimal fit on your head.

**2. How to position the microphone.**

Adjust the microphone by rotating it around the headset and flexing the boom arm until it is positioned less than 2 cm from the front of your mouth.

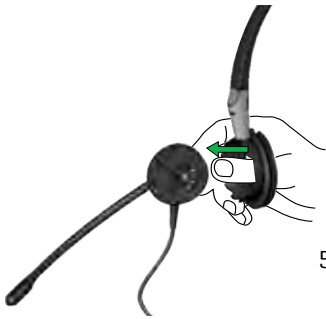


**3. How to rotate the boom arm.**

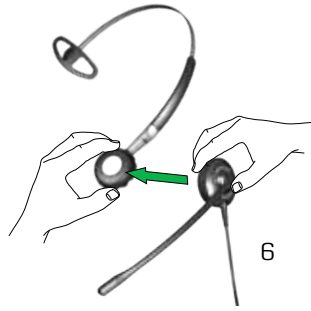
The boom is free to rotate 360°.

**4. How to attach the ear cushion.**

Align the ear cushion with the headset ear plate so that the groove in the ear cushion slips around the ridge of the headset ear plate. Rotating the cushion will ensure it snaps securely into place.



5



6

### 5. How to remove the headband

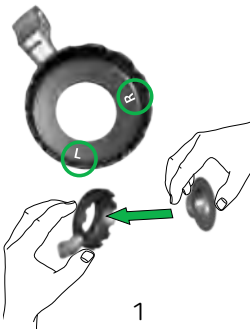
Remove the ear cushion by gently pulling it off the ear-plate. Push on the inner part with your thumb until the headset clicks out of the headband.

### 6. How to press the headset into the headband ring on the headband.

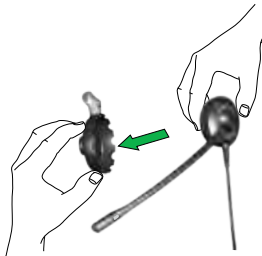
Hold the headband in one hand and the headset in the other. Align the headset against the outside of the headband ring with the headset cable pointing down. Gently press the headset into the headband ring until it clicks into place.

## WEARING THE HEADSET WITH AN EAR HOOK

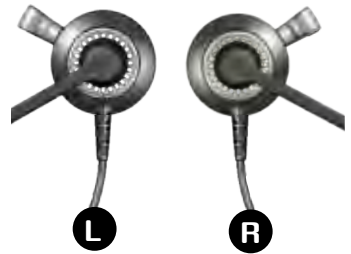
Two sizes of ear hook are included with some Jabra BIZ 2400 models. They can be purchased as an accessory for any mono model. To use it:



1



2



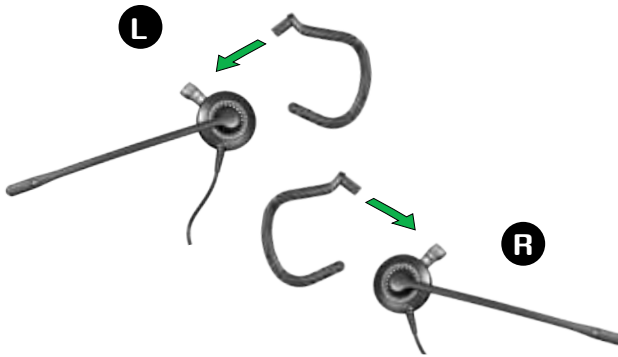
3

### 1. How to attach the ear gel.

The ear gel is a round rubber part which helps stabilize the headset on your ear. Place the ear gel inside the ear hook ring. Gently push the ear gel through the hole so that it sits in the hole. Once you click the headset into the ear hook ring, the ear gel will be locked into place.

### 2. How to press the headset into its ear hook ring on the ear hook.

Hold the ear hook ring in one hand and the headset in the other. On the inside surface of the ear hook ring you will find "L" and "R" markings. Align the cable of the headset with the "R" marking if you wish to wear it on your right ear, or "L" if you wish to wear it on your left ear. Gently press the headset into the ear hook ring until it clicks into place.



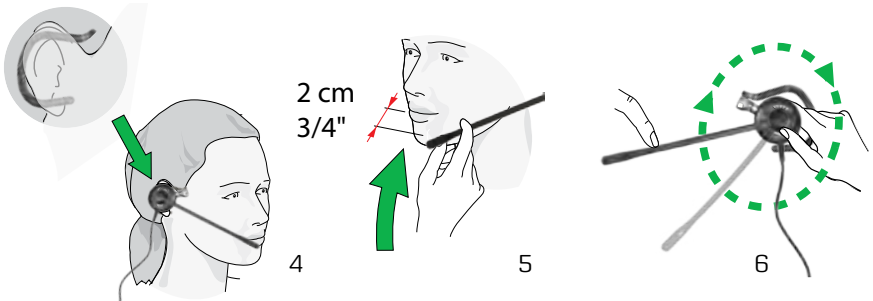
3

**3. How to position the ear hook on the ear hook ring for left or right ear use.**

The ear hook wearing style has two parts: an ear hook and an ear hook ring. One end of the ear hook forms a pin that presses into a loop on the ear hook ring and holds it there.

You will wear the headset with the ear hook behind your ear and the ear hook opening pointing down towards your jaw. Decide on which ear you would like to wear the headset and assemble the ear hook and ear hook ring appropriately.

To change from one ear to the other, pull the ear hook up and away from the loop, and press into the other side of the loop. Then remove the headset from the ear hook ring. Rotate it and replace it again with the cable positioned at the 'L' or 'R' for the selected wearing side as described in point 2.



**4. How to wear the ear hook.**

To wear the headset, slip the ear hook behind your ear while keeping the ear gel centred into the middle part of your ear. The ear hook comes in two sizes for optimal fit. Please try both for best personal support and fit.

**5. How to position the microphone.**

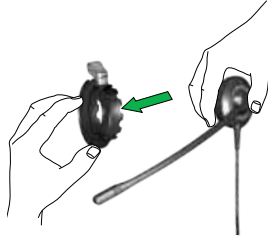
Adjust the microphone by rotating it around the headset and flexing the boom arm until it is positioned less than 2 cm from the front of your mouth.

**6. How to rotate the boom arm.**

The boom is free to rotate 360°.

## WEARING THE HEADSET WITH THE NECKBAND

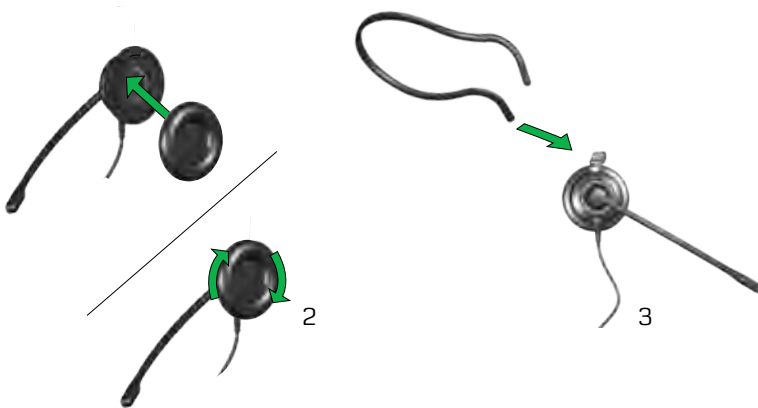
A neckband wearing style is included with some Jabra BIZ 2400 models. Neckbands can be purchased as an accessory for any mono Jabra BIZ 2400. To use it:



1

### 1. How to press the headset into the neckband ring.

The neckband can be assembled for wearing on either the left or right ear. Decide whether you would like to wear your headset on your left or right ear and position the neckband ring appropriately. Hold the neckband ring in one hand and the headset in the other. Align the headset against the outside of the neckband ring with the headset cable pointing down. Gently press the headset into the neckband ring until it clicks into place.



2

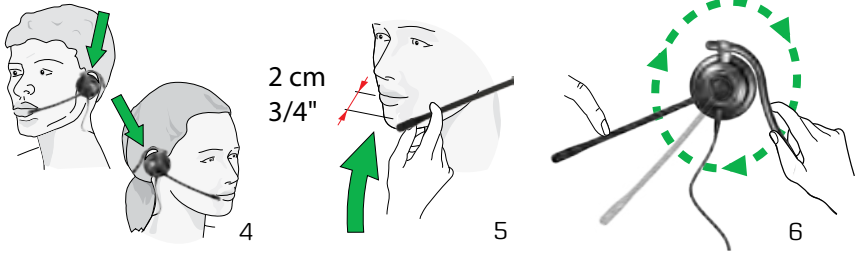
3

### 2. How to attach the ear cushion.

Align the ear cushion against the neckband ear plate so that the groove in the ear cushion slips around the ridge of the ear plate. Rotating the cushion will ensure it snaps securely into place (you can remove it as you attach it).

### 3. How to position the neckband on the neckband ring.

Attach the neckband by sliding the left or right tip of the neckband through the loop in the neckband ring. Note the small bump inside the neckband ring; this must align with the groove on the tip of the neckband.



**4. How to wear the neckband.**

Wear the neckband so the band goes around the back of your neck and the bowed sections go over your right and left ear respectively, whilst the ear cushion sits on your ear.

**5. Position the microphone.**

Adjust the microphone by rotating it around the headset and flexing the boom arm until it is positioned less than 2 cm from the front of your mouth.

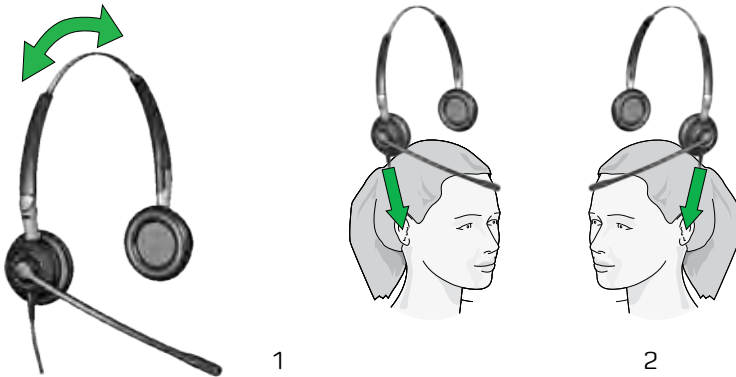
**6. How to rotate the boom arm.**

The boom is free to rotate 360°.

**WEARING A DUO HEADSET**

(Duo models only)

The duo version of Jabra BIZ 2400 is always worn as a headband. To wear and adjust your headset:



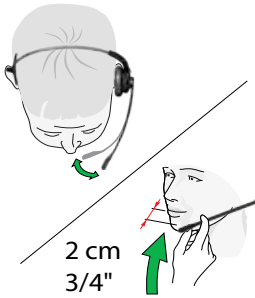
**1. Adjust the headband length.**

The headband is adjustable in length to fit the size of your head. Push or pull the top section of the headband until the headset fits comfortably.

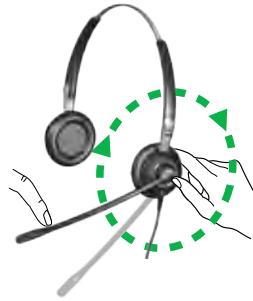
**2. How to wear the headset.**

Position one speaker over each ear with the headband going over the top of your head, just as with a traditional pair of headphones. The headset can be worn on either the left or right ear, simply rotate the boom arm as needed.





3



4

### 3. How to position the microphone.

Adjust the microphone by rotating it around the headset and flexing the boom arm until it is positioned less than 2 cm from the front of your mouth.

### 4. How to rotate the boom arm.

The boom is free to rotate 360°.

## CONNECTING THE HEADSET TO A PHONE OR COMPUTER

The headset features a Quick Disconnect (QD) connector, which enables you to use the headset with a variety of telephones, computers and other sound sources by attaching any of the QD cords and adapters available from GN Netcom A/S.

To connect your headset to a QD adapter, simply press its connector into the similar connector on your adapter. Then connect the adapter to a telephone or computer and your headset is ready to use.

You can disconnect your headset at any time without terminating the current call (if any). To do so, hold the QD adapter with your thumb and index finger and pull the connectors apart. Always pull on the connectors, never on the cords.

For more information about QD adapters, please see the documentation that came with your adapter and/or go to [www.jabra.com](http://www.jabra.com).

## CARE, CLEANING AND MAINTENANCE

- Avoid getting the headset wet and never submerge it in water.
- Avoid stretching, bending or twirling the wire; this will weaken the connectors and the wire itself and may result in loss of audio.
- Do not block the microphone holes on either side of the boom arm. Advanced Jabra BIZ 2400 models feature a small hole on both the inward and outward facing sides of the boom. This front-facing hole is a noise-cancelling feature and does not allow extra noise into the microphone.
- You can clean the ear cushions or other parts of the headset by using a cleaning wipe designed for use with electronic and plastic equipment. Allow to dry before replacing them. Suitable tissues are available from GN Netcom A/S; contact your GN Netcom A/S representative for details. After extensive use, the ear cushion may become worn. New ear cushions are available from GN Netcom A/S.



Dispose of the product according to local standards and regulations.  
[www.jabra.com/weee](http://www.jabra.com/weee)

# Jabra

A BRAND BY

**GN Netcom**

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