**Pairing Bluetooth Headset with Windows PC**

This instructional guide will help you pair your AfterShokz headset to your computer.

**On your computer**

Click on Windows Settings (Or click in Search bar, which looks like a magnifying glass, and type ‘settings’)

Next, click on Devices

Next select Bluetooth

Make sure that Bluetooth is turned On

 Note: if someone else has their Bluetooth headset connected to this computer,

You’ll first need to remove the device before you can connect your device. Do that by simply clicking on the name of the device, then selecting “Remove”.

**On the headset**

There are two buttons on the bottom side of the headset (behind your left ear, while worn)

* a minus button,
* a plus button,
* and a charging port with a cover to keep out dust and moisture while not charging

The Plus button, If held down will say “Welcome to Trekz Air.”

Continue holding down the Plus button for another 3 seconds until you hear the words “Pairing” and you will then see the status LED turn on.

**On the computer**

Select the Air By Aftershokz Bluetooth device and

then click Pair.

You will then hear “Connected” through the headset. That means you are connected to the computer.

**Using your headset in Zoom**

First Start or Join a Zoom meeting.

Select the Up arrow, located next to the Audio button (in the lower left corner)

Make sure that Headset (Air by AfterShokz Hands-Free) is selected as the microphone.

Before making a selection for the Speaker, consider who you want to hear the online meeting participants. If you alone want to hear the audio, then select the Headset (Air by AfterShokz Hands-Free) (located under Select a Speaker).

However, if you want the audio to go through the speakers in the classroom (so everyone can hear the online participants), you will want to select Extron Scaler D to play the sound in the overhead speakers.

Note: some classrooms will not have Extron Scaler D as an option. Other potential options may include Kramer, WolfVision, Sony, Epson, or the brand of TV to which you are connecting. Rooms in first floor Ott or first floor Maxwell will have “WolfVision” as an option instead of “Extron.” Also, any room that has a TV instead of a projector may have the name of the TV instead of “Extron.”

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Host Instructor: Ben Brown

Producer Frank Jackson

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Transcription Marty Hutchins

Product Endorsements

AfterShokz Trekz Air

Microsoft Windows

Extron IN1608 series scalers