

Connect Bluetooth Headset

<u>Step</u>	<u>Description</u>	<u>Screen Shot</u>
1. Open Bluetooth Settings	<ol style="list-style-type: none">1. Open the start menu and search for "Bluetooth"2. Click "Bluetooth and other device settings"	image.png
2. Add Bluetooth Device	<ol style="list-style-type: none">1. On the screen that opens, click "+ Add Bluetooth or other device".	image.png
3. Place headset in pairing mode	Put your headset in pair mode, slide and hold the Power switch away from the off position until you hear "pairing" and the headset LEDs flash red and blue.	image.png
4. Search for Bluetooth devices	<ol style="list-style-type: none">1. On the screen that comes up, click "Bluetooth"2. When you see your headset in the list, click it to pair.	image.png
5. Complete pairing	Wait until the connection completes. Note: If prompted to use Swift Pair, click No Thanks.	image.png
6. Set up Genesys	Open the Genesys Application on the bottom of your screen. Once your signed in click on the voice button on the side pane and then click settings gear icon	image.png
	Click Performance, then under Media Controls click the arrow next to "Use Computer Settings"	image.png
	Select new profile	image.png
	Select the Poly headset for all three input/output options	image.png

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