

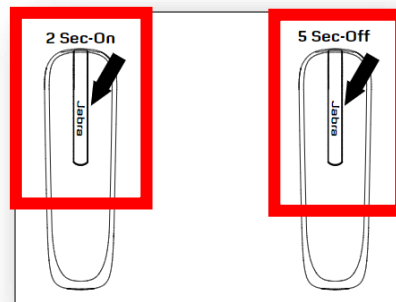
Connect and Adjust Zoom Settings for a Bluetooth Audio Device



These directions will show how to connect a Bluetooth audio device to your laptop and adjust the settings in Zoom to recognize the device as the audio input and output.

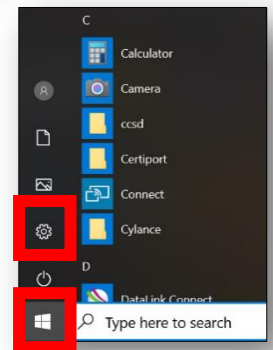
Connecting a Bluetooth Audio Device

1. Be sure the Bluetooth audio device is **powered on**.

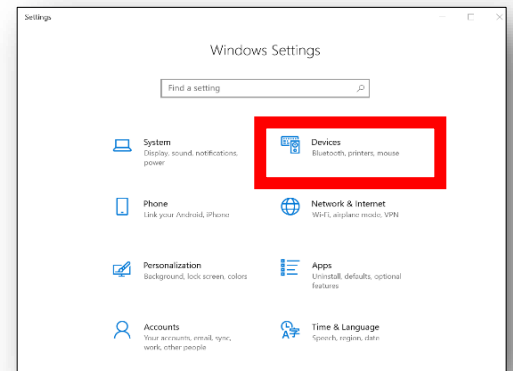
Note: Some Bluetooth devices have a power switch while other have switches that are to be held down to power on and off as shown below. Consult the owner's manual for specific instructions.



2. Go to the **Start**  menu in the lower left corner of the screen and click the **Settings**  menu icon.

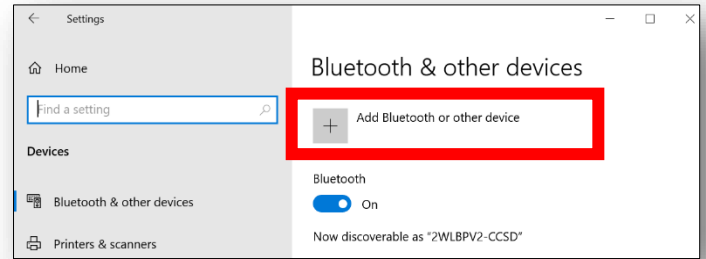


3. Select the **Devices** menu where you will be automatically routed to the **Bluetooth & other devices** menu.



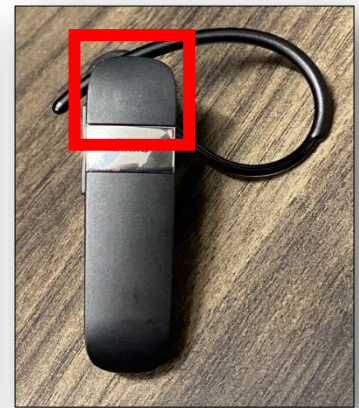
4. Click the **+ button** next to **Add Bluetooth or other device**.

Note: When initially pairing your Bluetooth device, pair it at home to prevent multiple devices from appearing on the pairing list.

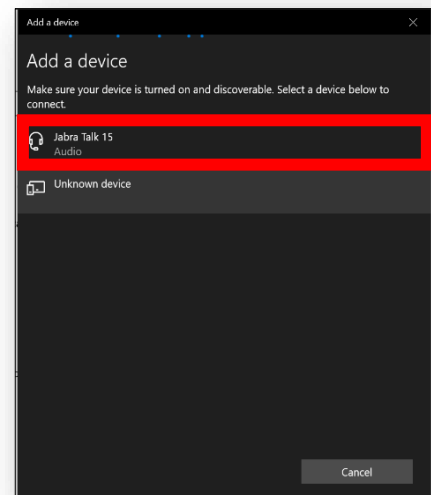


5. Look for a **blinking light** on the Bluetooth device to indicate that it is ready to be paired with the laptop. If the light is not blinking, hold down the **answer/pairing button** to activate it.

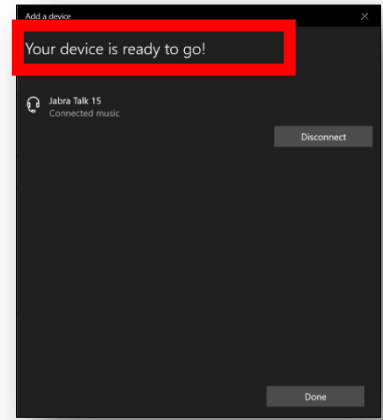
Note: Please consult the owner's manual for specific instructions.



6. The name of the Bluetooth audio device will appear in the **Add a device** window. Click the **device name** to complete the pairing process.



7. When your device is successfully paired, the window will say **Your device is ready to go!**



Adjusting Zoom Settings for Input and Output from a Bluetooth Audio Device

1. If you cannot hear the audio on your Bluetooth device during a Zoom call, **click the caret (^)** next to the **Mute** button to bring up the audio device settings.
2. Select the Bluetooth device under **Select a Microphone** and **Select a Speaker**.

Note: If your Bluetooth audio device is not working properly, repeat the pairing steps.

