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Made in China  
MODEL: PHS080W



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**Declaration of Conformity** can be found on  
[www.jabra.com/doc](http://www.jabra.com/doc)

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# 1. Welcome

Thank you for using the Jabra Speak2 55. We hope you will enjoy it!

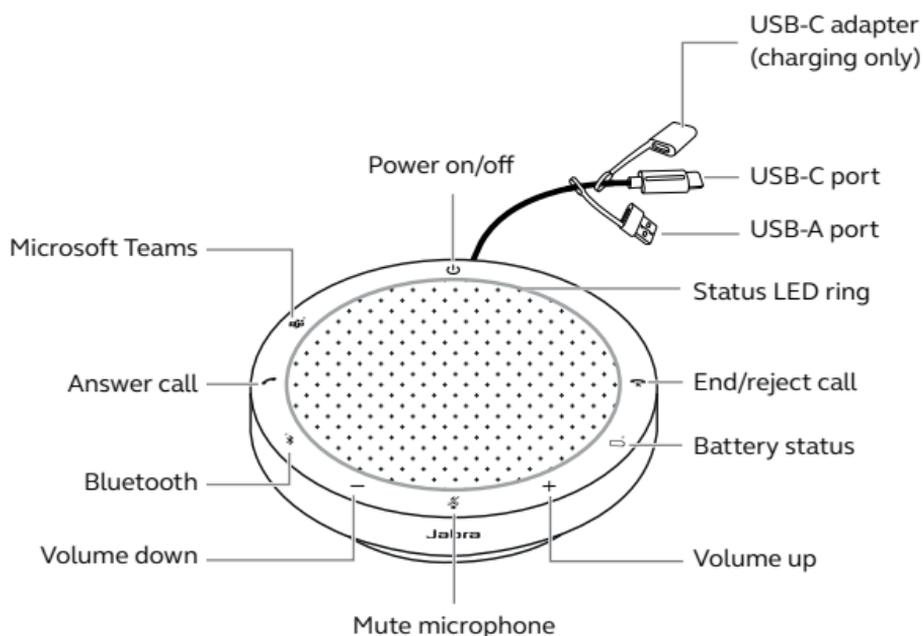
Here are some key features of the Jabra Speak2 55:

- Full duplex audio for natural conversations
- Four beamforming noise-cancelling microphones
- Voice Level Normalization equalizes all voices
- Full-range 50mm speaker & wideband audio
- Certified for leading virtual meeting platforms
- Aluminum detailing & fabric speaker cover

## 2. Overview

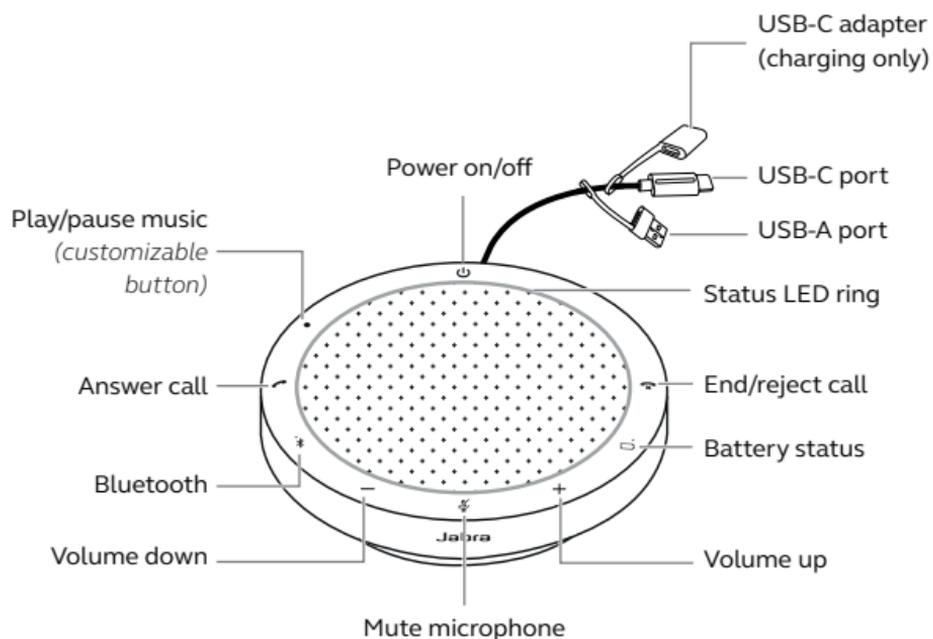
### 2.1 Microsoft Teams version

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## 2.2 UC version

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## 2.3 Included accessories

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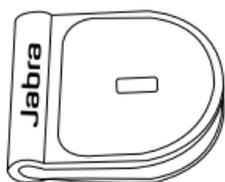


Carry pouch

## 2.4 Optional accessories

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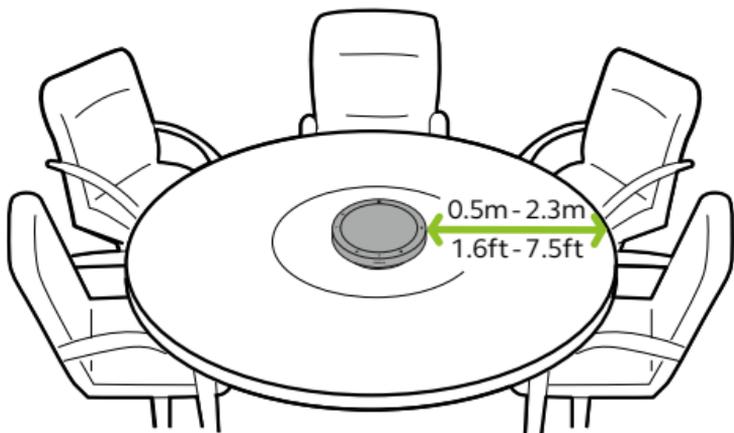
Optional accessories are available at [jabra.com/accessories](http://jabra.com/accessories)



Jabra Kensington  
Lock Adaptor

### 3. Position guide

For the optimal audio quality, position the speakerphone in the center of the table, up to 2.3m/7.5 ft from each participant, but no closer than 0.5m/1.6ft.

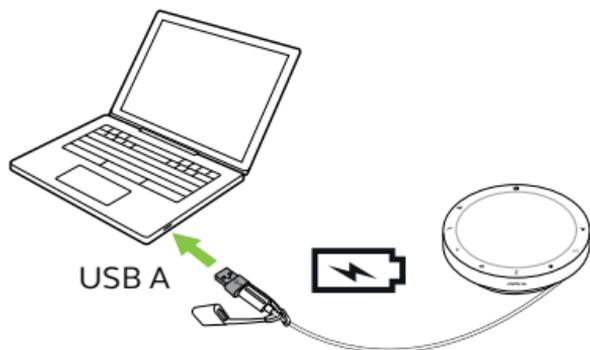
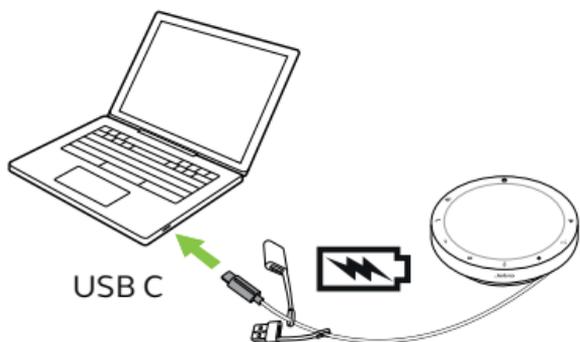


# 4. How to charge

## 4.1 USB charging

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Plug the speakerphone into a USB power source using the attached USB cable. The battery lasts for up to 12 hours of wireless use. Depending on the power output of the port, faster charging is available when using USB C.



## 4.2 Automatic power off

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To preserve battery while unplugged, the speakerphone will power off if it has not been connected to a Bluetooth device for 15 minutes.

If connected to a Bluetooth device and not plugged into power, the speakerphone will power off after 8 hours of no interaction.

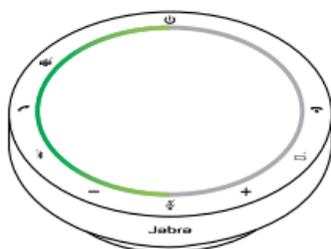
## 4.3 Battery status

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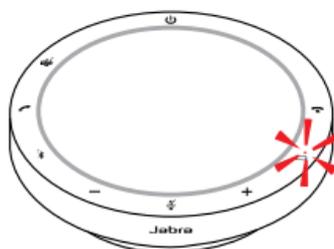
To view the current battery status, tap the **Battery status** button. The LED ring will flash to indicate the status.

When the battery status is critically low, the LED next to the **Battery status** button will flash red.

**Medium battery**



**Critically low battery**



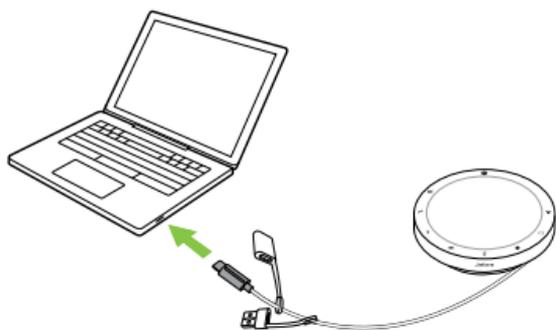
## 5. How to connect

It is recommended to connect to a computer using the integrated USB cable since this connection is certified and ensures an optimal audio quality. A standard Bluetooth connection to a computer is not certified and may not have the same audio quality as a USB connection.

### 5.1 Connect to a computer

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Plug the speakerphone into a USB C or USB A port on your computer.



You may need to set the Jabra Speak2 55 as the playback and recording device in your operating system audio settings and in the video conferencing tool (Microsoft Teams, Zoom, Cisco Webex, etc.) audio settings.

The USB A adapter must not be removed from the cable and should not be used with other devices.

## 5.2 Connect to a smartphone or tablet

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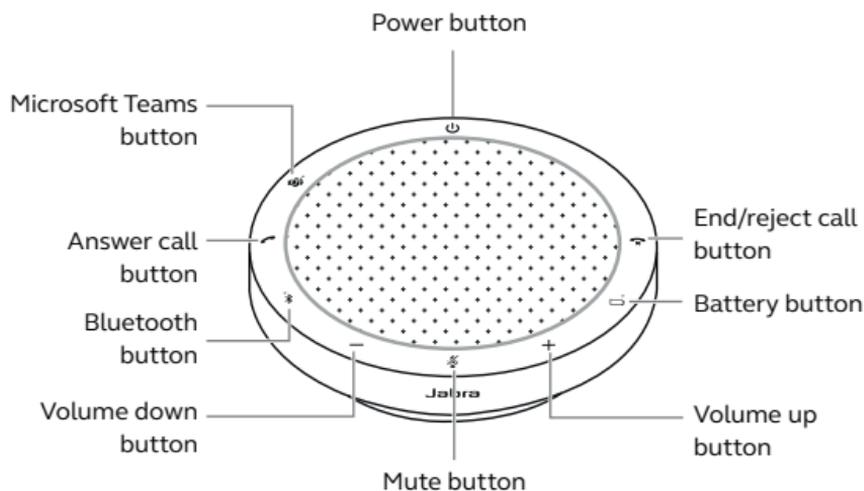
Hold the **Bluetooth** button for 3 seconds and follow the voice-guided instructions to pair to your smartphone or tablet. The Bluetooth range is up to 10m/33ft.



To disconnect or reconnect, tap the **Bluetooth** button again.

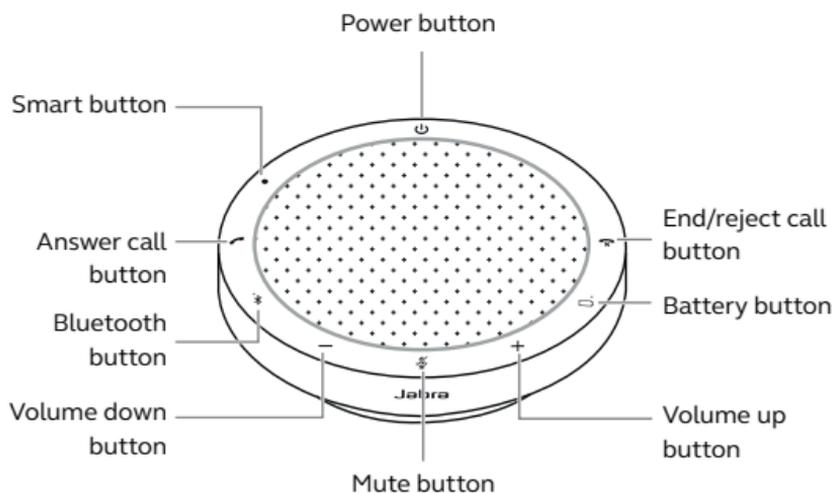
# 6. How to use

## Microsoft Teams version



\* Certified for USB connections. Standard Bluetooth connections are not certified.

## UC version



## 6.1 Typical use

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	WHAT	HOW
	Power on/off	Hold (2 sec) the <b>Power</b> button
	Answer call	Tap the <b>Answer call</b> button
	End /reject call	Tap the <b>End call</b> button
	Volume down/up	Tap (or hold) the <b>Volume down</b> or <b>Volume up</b> button
	Mute/unmute microphone	Tap the <b>Mute</b> button
	Battery status	Tap the <b>Battery</b> button
	Bluetooth pairing	Hold (3 sec) the <b>Bluetooth</b> button and follow the voice-guided instructions
	Connect to a previously paired Bluetooth device	Tap the <b>Bluetooth</b> button

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	WHAT	HOW
	Bring Microsoft Teams to foreground on computer	Tap the <b>Microsoft Teams</b> button*
	Join active Microsoft Teams meeting	Tap the <b>Microsoft Teams</b> button*
	View Microsoft Teams missed calls and voicemails	Tap the <b>Microsoft Teams</b> button*
	Raise/lower your hand during a Microsoft Teams meeting	Hold (2 sec) the <b>Microsoft Teams</b> button*
	Play/pause music (default) or mobile device voice assistant	Tap the <b>Smart</b> button

\* Button functionality depends on the Microsoft Teams desktop application. Certified for USB connection. Standard Bluetooth connections are not certified.

## 6.2 Multiple call handling

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	WHAT	HOW
	Put current call on hold and answer incoming call	Tap the <b>Answer call</b> button
	Switch between held call and active call	Tap the <b>Answer call</b> button
	Reject incoming call and continue current call	Tap the <b>End/reject call</b> button

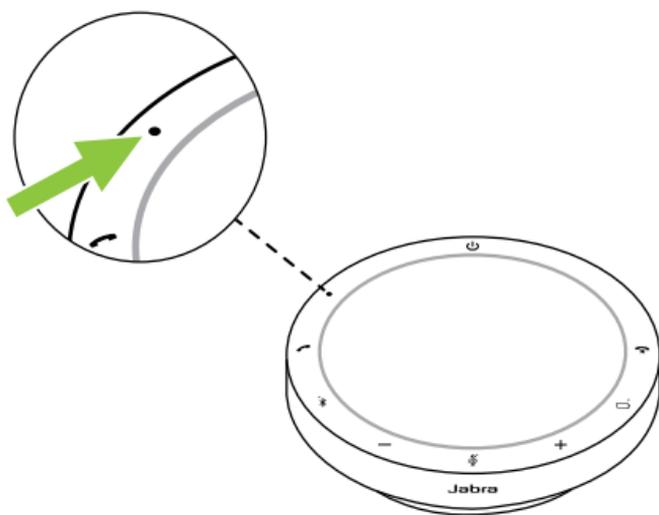
## 6.3 Smart button

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The **Smart** button can be customized using Jabra Direct.

The options available are:

- Play/pause music (default)
- Mobile device voice assistant
- None

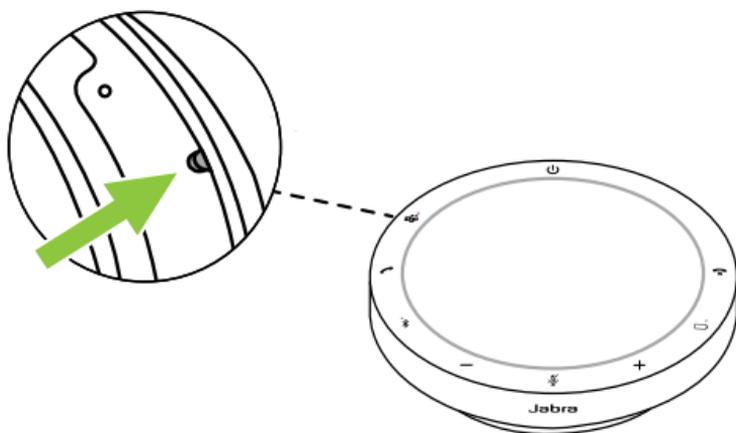


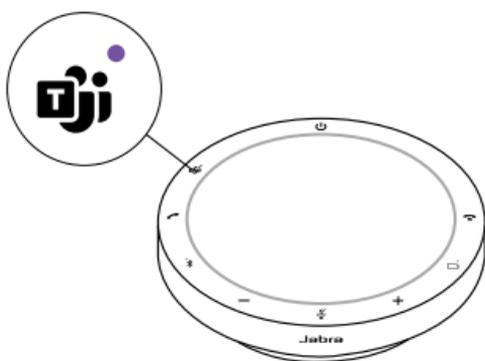
## 6.4 Microsoft Teams button

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The LED next to the **Microsoft Teams** button behaves differently depending on the current status of Microsoft Teams.

To quickly locate the Microsoft Teams button by touch, there is a small tab on the underside of the Microsoft Teams button.



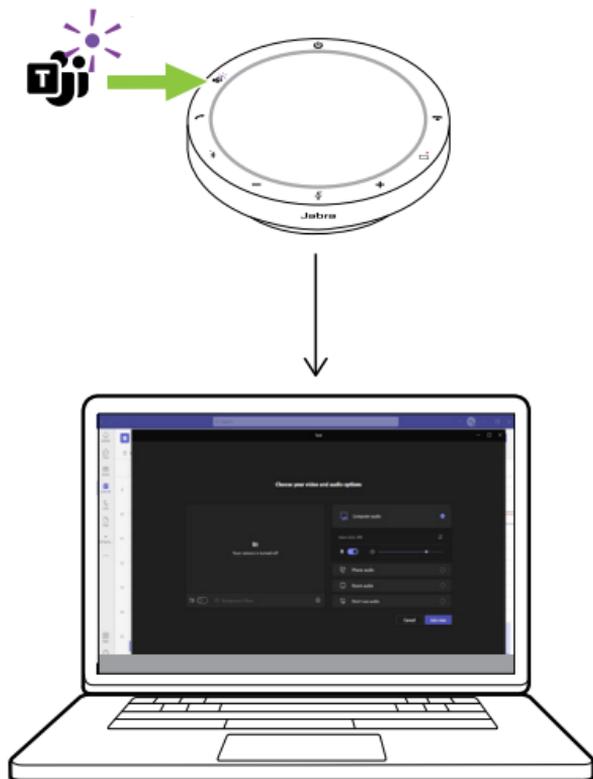


WHAT YOU SEE	WHAT IT MEANS
 <p data-bbox="336 702 497 768">Solid purple LED</p>	<p data-bbox="554 702 875 768">Connected to Microsoft Teams</p>
 <p data-bbox="336 941 481 1007">Flashing purple LED</p>	<p data-bbox="554 850 740 875">Notifications*</p> <ul data-bbox="574 883 875 1098" style="list-style-type: none"><li>• Microsoft Teams meeting ready to join</li><li>• Microsoft Teams missed call</li><li>• Microsoft Teams voicemail</li></ul>

\*The Microsoft Teams LEDs can show only one notification at a time. The Microsoft Teams button will interact with the last received notification.

## Join a Microsoft Teams meeting

When a scheduled Microsoft Teams meeting has started, the LED next to the **Microsoft Teams** button will flash purple. Tap the **Microsoft Teams** button on the speakerphone to join the meeting.



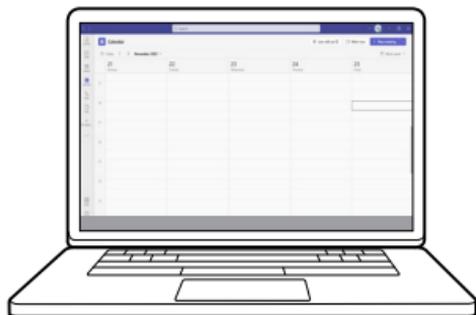
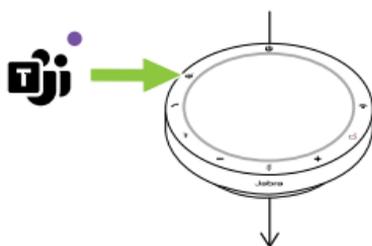
## View Microsoft Teams missed calls and voicemails

If you have Microsoft Teams missed calls or voicemails, the LED next to the **Microsoft Teams** button will flash purple. Tap the **Microsoft Teams** button on the speakerphone to view the list of missed calls and voicemails on your computer.



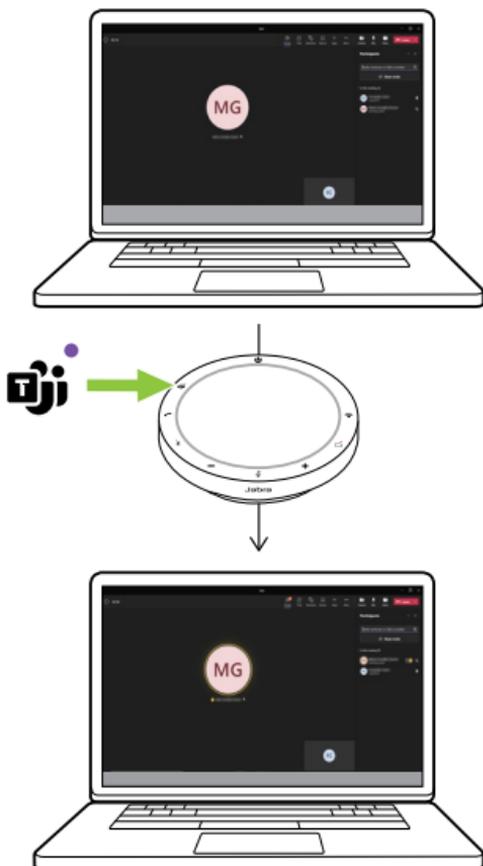
## Bring Microsoft Teams to foreground

When Microsoft Teams is running but is minimized, tap the **Microsoft Teams** button on the speakerphone to maximize and bring it to the foreground on your computer.



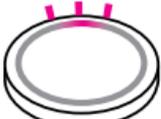
## Raise/lower your hand during a Microsoft Teams meeting

During a Microsoft Teams meeting, hold (2 sec) the **Microsoft Teams** button on the speakerphone to raise/lower your hand. This action will be indicated by a yellow hand icon next to your name.



## 6.5 Status LED ring

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LED RING	STATUS
	In call
	Muted
	Incoming call
	Factory reset
	Firmware update
	Standby/media streaming

## 6.6 Audio notifications

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The speakerphone indicates factory reset, battery level, pairing and Bluetooth connection status. You can select tone or voice notifications using Jabra Direct.

The supported languages are English, Chinese Mandarin, German, French, Japanese, Korean and Spanish.

## 6.7 Auto-reconnect

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When Auto-reconnect is enabled (default), the speakerphone will automatically connect to a previously paired Bluetooth device.

If the speakerphone is used in a meeting room or by several people, it is recommended to disable auto-reconnect to avoid unintentional connections. If Auto-reconnect is disabled, the speakerphone will only allow one Bluetooth connection at a time and all previously paired Bluetooth devices will be unpaired and need to be paired with the speakerphone again.

Auto-reconnect can be configured in Jabra Direct.

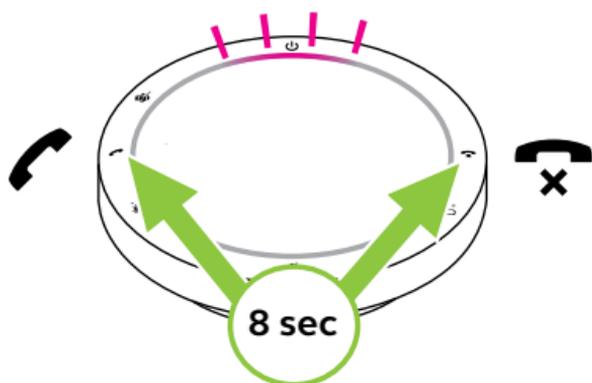
To pair a device with the speakerphone, hold (3 sec) the **Bluetooth** button on the speakerphone and follow the voice-guided instructions.

## 6.8 Factory reset

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Resetting the speakerphone clears the list of paired Bluetooth devices and also clears all personalized settings. After a factory reset, it is necessary to re-pair the Jabra Speak2 55 to your Bluetooth devices.

To factory reset, hold the **Answer call** button and the **End call** button for 8 seconds until 'restore to factory default' is announced by the speakerphone.



# 7. Applications and firmware update

## 7.1 Jabra Direct

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



Download the latest free version from [jabra.com/direct](https://jabra.com/direct)

## 7.2 Update firmware

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Firmware updates improve performance or add new functionality to Jabra devices. Jabra Direct will notify you when a firmware update is available.

Connect the Jabra Speak2 55 to a computer using the USB cable.

# 8. Support

## 8.1 FAQ and technical specifications

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View the FAQ, certifications, and technical specifications at [jabra.com/support](http://jabra.com/support).

## 8.2 How to care for your Jabra device

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- The Jabra Speak2 55 is for indoor use only.
- Avoid storage at extreme temperatures (above 45°C/113°F or below -20°C/-4°F).
- Avoid operation at extreme temperatures (above 45°C/113°F or below 0°C/32°F).
- Do not expose the speakerphone to rain. Avoid immersing the speakerphone in liquids.
- Do not cover the speaker mesh and buttons with stickers or labels.

## 8.3 How to clean your Jabra device

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Keep your product clean by following these best practices for hygiene.

1. Apply normal dish soap and water to a cloth, making sure you wring out excess liquid so the cloth is not dripping wet. Use soap and water only – do not use strong cleaning agents.
2. Gently wipe the product, making sure there is not a layer of suds on the surface.
3. Let it rest for at least one minute.
4. Rinse the surface by wiping it with a slightly damp cloth using water only.
5. Let it dry.
6. When the product is not in use, keep it clean by avoiding contact with dirty surfaces and storing it in the carry pouch.