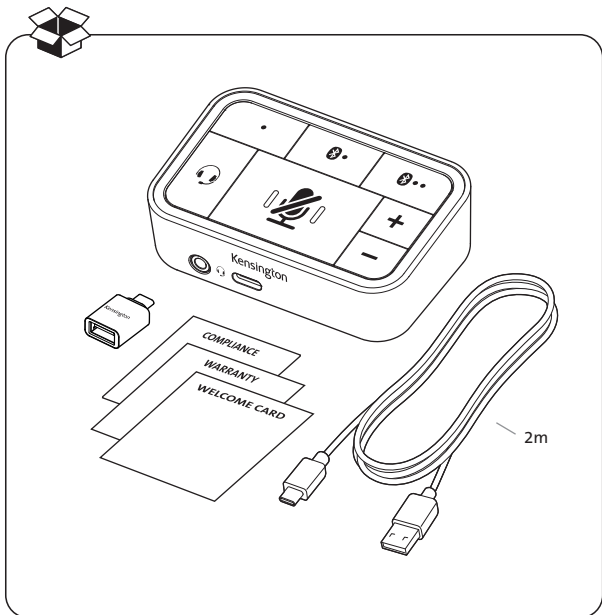


# Kensington®



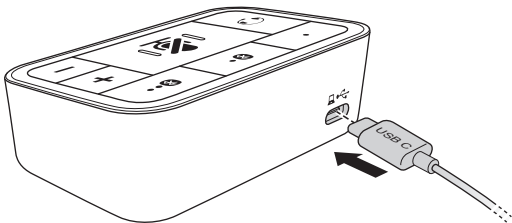
## Universal 3-in-1 Pro Audio Headset Switch



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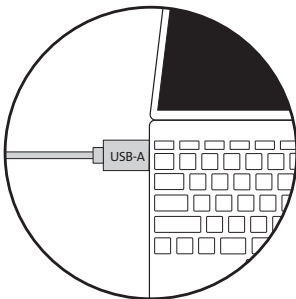
## PART1: Connecting and Powering the Audio Switch

1. To get connected, take the USB-C to USB-A cable and connect the USB-C end to the rear USB-C port on the Audio Switch.



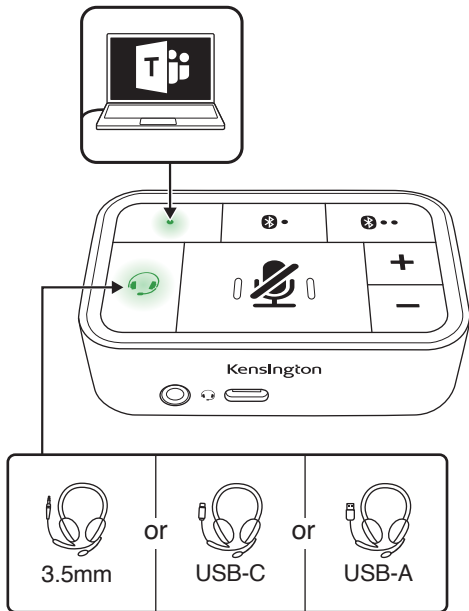
2. Next, connect the USB-A end of the cable to your computer.

- Note that the USB-A (female) to USB-C (male) adapter can be used if you'd prefer to connect the Audio Switch to your computer via USB-C.



3. This connection to your computer provides power to the Audio Switch, while also acting as the wired audio line for conference calls, music and more.

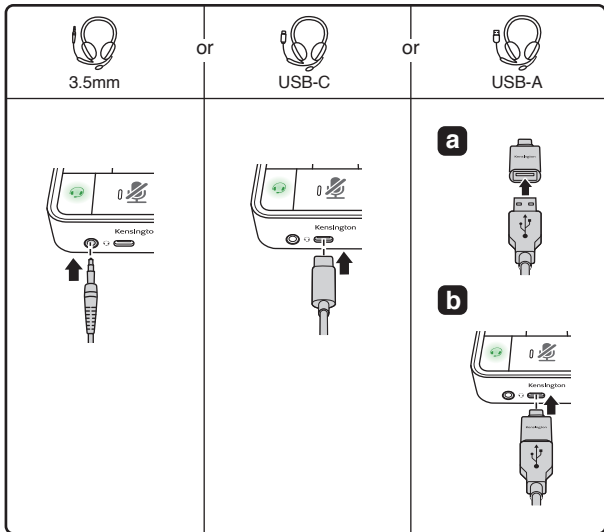
4. Now that the Audio Switch has power and is connected to the wired channel (indicated by a Green LED), within the computer's audio channels, we need to set the Kensington Audio Switch as both the Input and Output source.



## PART2: Connecting a Headset (Wired or Bluetooth)

### 1. With that done, we can now connect a headset to the Audio Switch

- By default, the Audio Switch is set to connect to a wired headset, indicated by the Green LED shown on the headset button.



### 2. If connecting a wired headset, simply connect it to either the front 3.5mm Audio Jack or connect it to the USB-C port on the front of the Audio Switch.

- Note that if you did not use the USB-A (female) to USB-C (male) adapter yet, that adapter can be used to connect a wired USB-A headset to the Audio Switch.

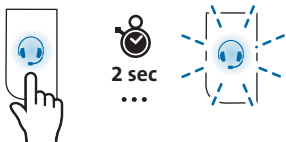
3. If connecting a Bluetooth headset, that can be done by pressing the headset button once.



4. Doing this sets the headset line into Bluetooth mode, indicated by a Blue LED

- Note before pairing a Bluetooth headset, make sure it is not connected via Bluetooth to another device. This may require you to disable Bluetooth on another device (ex: phone) first.

5. To pair a Bluetooth headset, press and hold the headset button for (2) seconds



6. This will place the Audio Switch in Headset pairing mode, indicated by a flashing Blue LED



7. Now, on your Bluetooth headset, place it into pairing mode

- Note, you might need to read the instructions of your headset to determine how to place it in pairing mode, as this varies by headset



8. With the Audio Switch's headset line and your headset in pairing mode, they will connect within a few seconds; indicated by a solid Blue LED

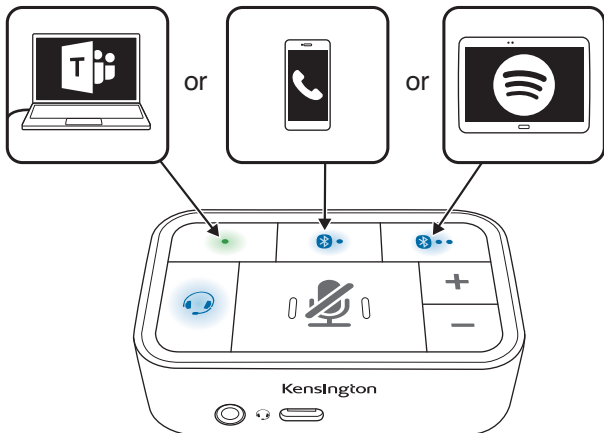
- If you run into any issues on this step, see our FAQ section



**LED continues to be Blue**

9. Now that your headset is connected, it's time to pair your additional audio devices to the Audio Switch

- These additional devices can be other computers, a tablet or a phone



## PART3: Pairing Bluetooth Devices (Tablets, Phones, Laptops)

1. To pair a device, press the first Bluetooth button on the top of the Audio Switch



2. This will set the Audio Switch to that Bluetooth channel, indicated by a Blue LED



3. Next, press and hold the Bluetooth button for (2) seconds



4. This will place that Bluetooth channel into pairing mode, indicated by a flashing Blue LED



5. Now, on your Bluetooth enabled device, set it into pairing mode

• Note, you might need to read the instructions for your device to determine how to place it in pairing mode, as this varies by device type

6. With the Audio Switch's first Bluetooth channel and your device in pairing mode, they will connect within a few seconds; indicated by a solid Blue LED

- If you run into any issues on this step, see our FAQ section



7. Now that your first Bluetooth device is connected, you can connect a second Bluetooth device (if desired) by following the same steps

8. To do this, click the second Bluetooth button on the top of the Audio Switch

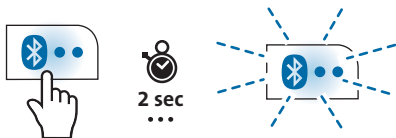


9. This will set the Audio Switch to that Bluetooth channel, indicated by a Blue LED

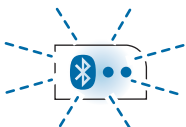




10. Next, press and hold the Bluetooth button for (2) seconds



11. This will place that Bluetooth channel into pairing mode, indicated by a flashing Blue LED



12. Now, on your Bluetooth enabled device, set it into pairing mode

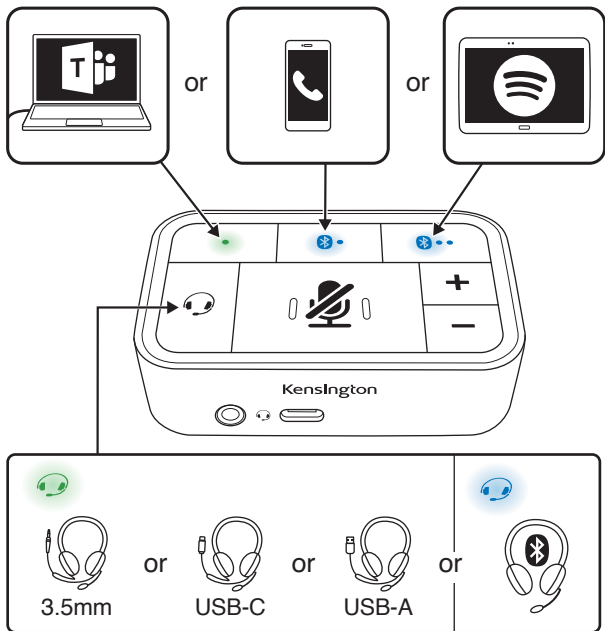
13. With the Audio Switch's second Bluetooth channel and your device in pairing mode, they will connect within a few seconds; indicated by a solid Blue LED



14. At this point, you have connected your headset (wired or Bluetooth), as well as three devices to the Audio Switch

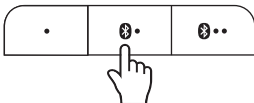
## 15. You are now ready to use the Audio Switch for calls, music and more

- Note that some applications (ex: Teams) will require you to set the Kensington Audio Switch as the Input and Output source when using it for the first time



## PART4: Switching Channels, Buttons and Controls

1. To switch between audio channels, simply press one of the top three buttons on the Audio Switch



2. Whichever channel has the glowing LED indicates the channel you are on



3. To mute your headsets microphone, press the large mute button in the center of the Audio Switch



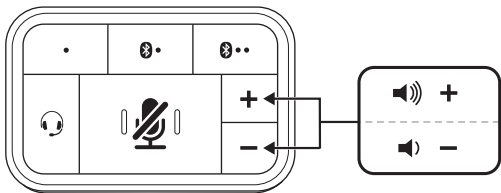
4. This will cause the LED to turn to red, indicating that all microphone channels are muted



5. To unmute, simply press the mute button one more time and the LED will turn off



6. To turn your volume up or down, simply press the plus or minus keys.



7. To turn the volume up or down multiple levels, multiple presses in either direction will be required

8. And that's it, you are now up and running with your 3-in-1 Audio Switch

9. Should you have any questions, or encounter any issues with your Audio Switch, know we are here for you with detailed FAQs and dedicated support paths

10. We hope you enjoy your new device, thanks!



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RF operating Frequency Range: 2.402GHz to 2.480GHz

Maximum RF Output Power: 10dBm



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