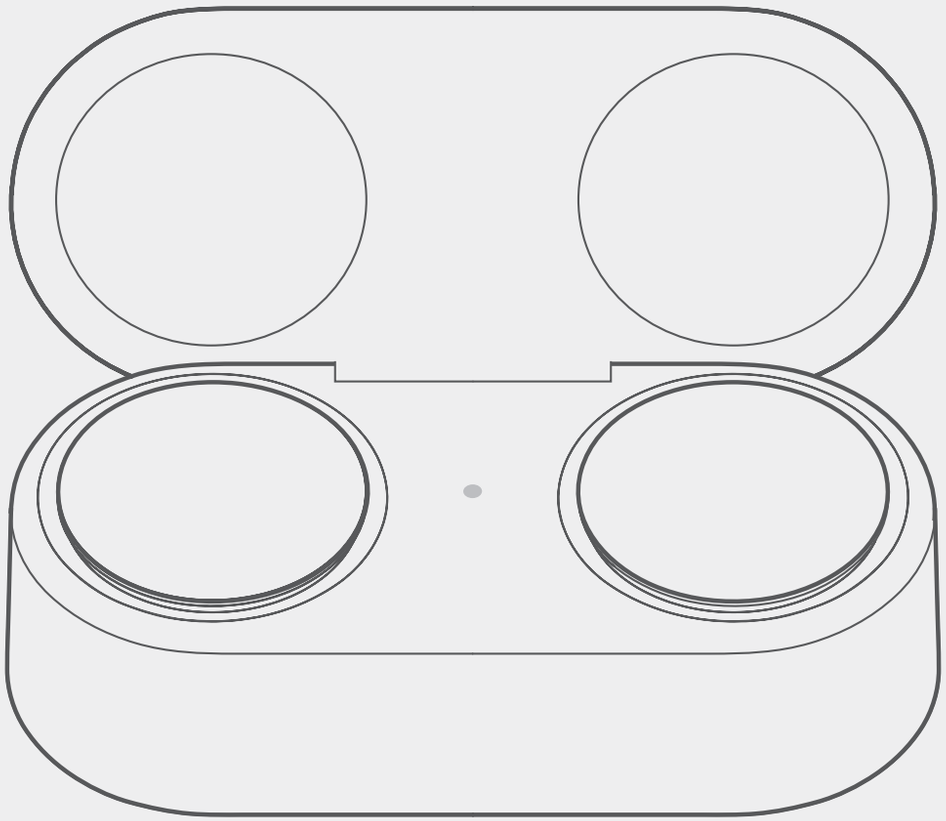
Microsoft
Surface Earbuds



CYAN MAGENTA YELLOW BLACK

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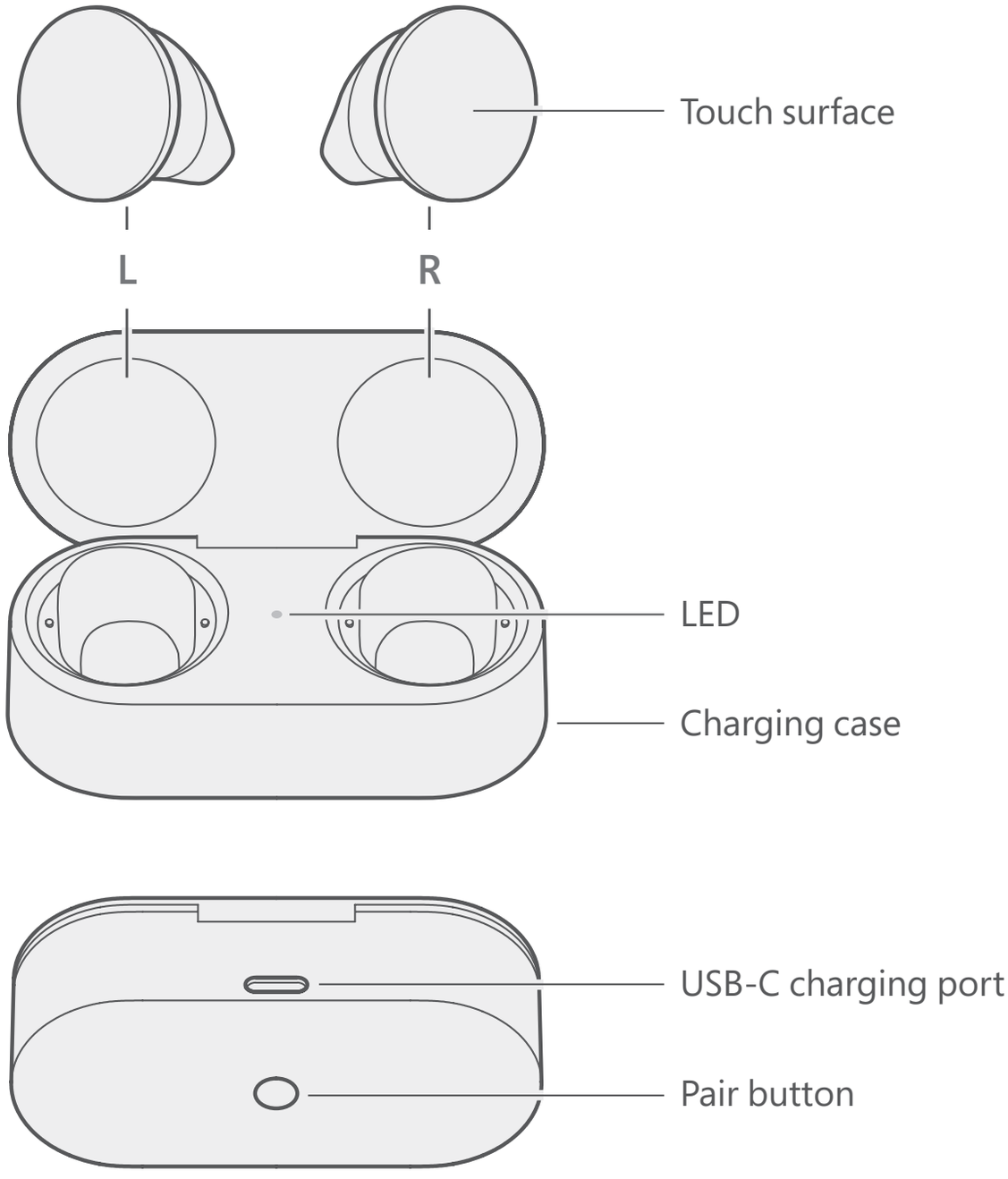
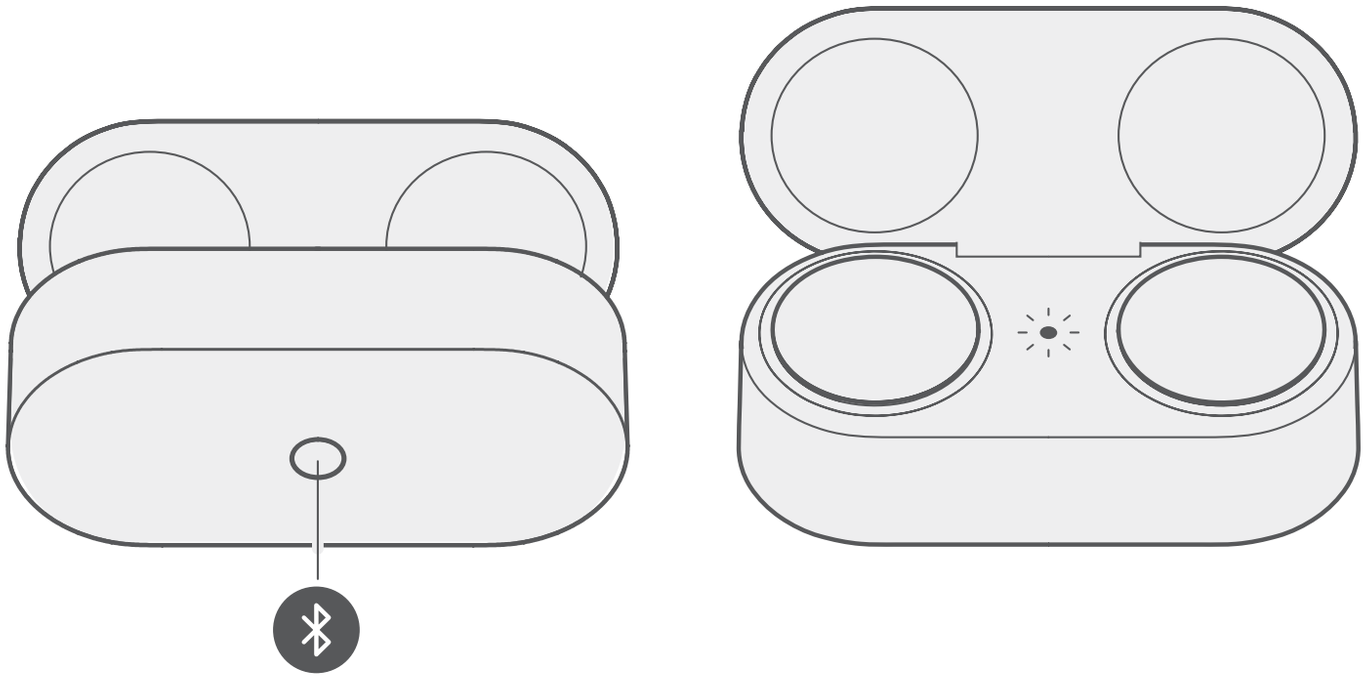

Touch surface
L
R
LED
Charging case
USB-C charging port
Pair button



Pair your Surface Earbuds

1. Put both earbuds in the case.
2. Press and hold the Pair button on the bottom of the case for 5 seconds. The LED on the case will flash white when your earbuds are in pairing mode.
3. On your iPhone, Android, or Windows 10 PC, go to **Bluetooth** settings, then select **Surface Earbuds.**

Note: When you open the case the first time, your earbuds will go into pairing mode automatically.

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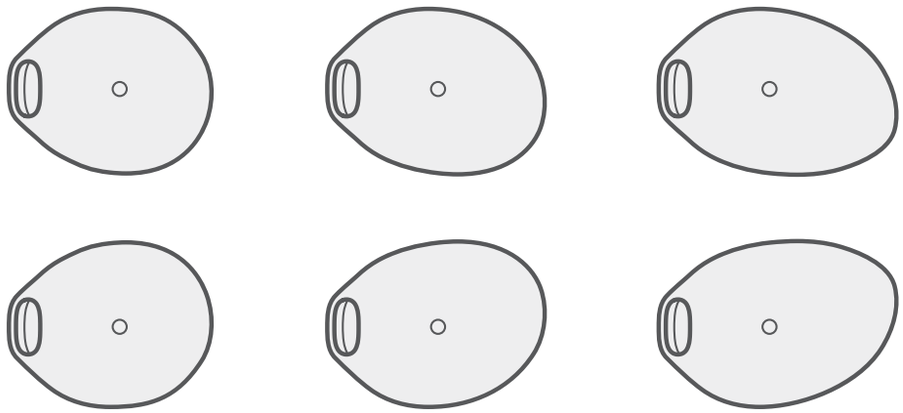
Find your fit

To find the best fit, try the different-sized earbud tips provided.

Put each earbud in your ear, and then adjust until each one is snug and fits comfortably.



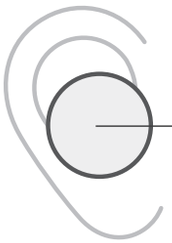
Small (S)

Medium (M)
(already attached)

Large (L)

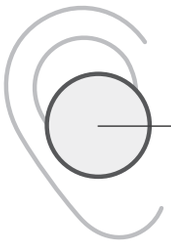
Touch gestures

Use the following touch gestures on either earbud.



Double tap

Play/pause music
Answer/end call



Touch & hold

Activate digital assistant

Swipe forward

Next

Swipe up

Volume up

Swipe backward

Previous

Swipe down

Volume down

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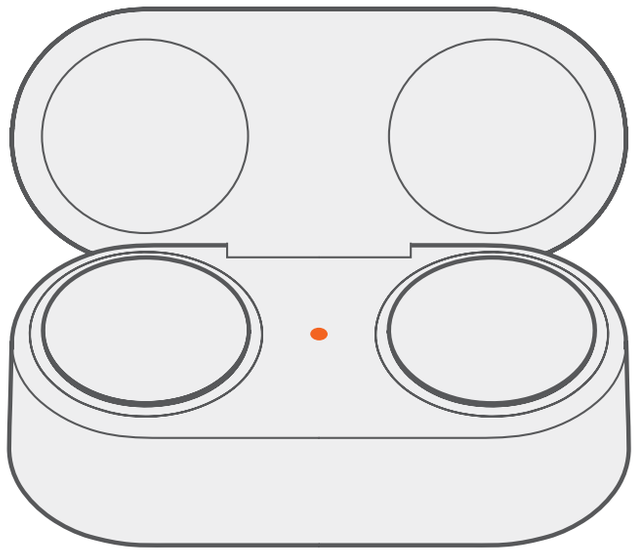

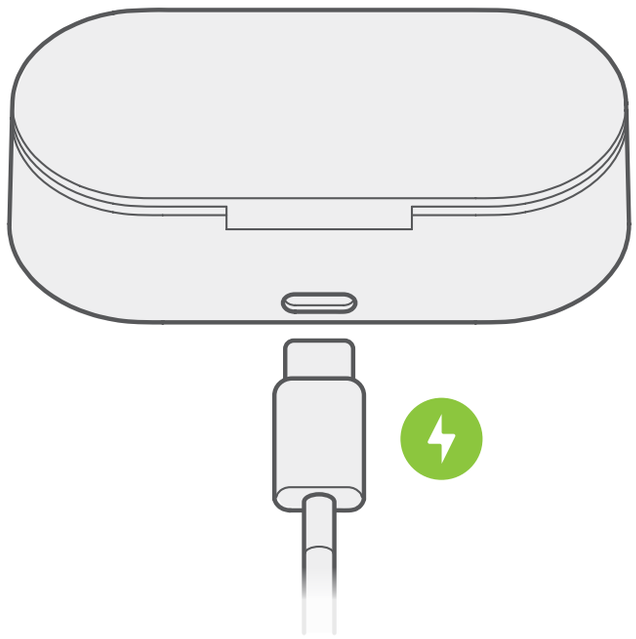

Charge your earbuds

Place your earbuds in the case to charge.

When the case needs to be charged, the LED will appear amber. Plug the USB cable into the USB-C port on the case, and then plug the other end into any standard USB charging port. The light will fade in and out while charging, and then appear solid white when the case is fully charged.

When your earbuds are fully charged, you can get up to 8 hours of music playback. The case holds up to an additional 16 hours of battery life. This gives you up to 24 hours of use.

Get the Surface Audio app

Use the Surface Audio app to get the latest updates for your earbuds, change settings, watch tutorial videos, set up Cortana for digital assistance, and more. To download, visit **aka.ms/AudioApp**.

More info

To learn more about using Surface Earbuds, visit **aka.ms/SurfaceEarbuds**.

See **aka.ms/SurfaceSafety** for important safety information, including information about hearing safety.

Do more with Microsoft Office 365 and Cortana

Use Surface Earbuds to:

- Manage your Outlook calendar, email, and to-dos with your voice.
- Dictate in Word and other Microsoft Office apps.
- Advance slides and get live captions or subtitles in PowerPoint.
- Get digital assistance from Cortana—set reminders, get answers to questions, and more.

For more info, see **aka.ms/SurfaceEarbuds**.

To set up Cortana and connect to Office 365 (sold separately), follow the directions in the Surface Audio app.

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