



Mic4Me


Quick User Guide

Background



Mic4Me is a new generation of classroom wireless microphone system. It enables our teaching colleagues to use one single microphone in all of the central classrooms with better sound quality.




How to use

	<p>On classroom lectern, a LINK Station is set up at the top-left corner next to AV Control Panel</p>
	<ol style="list-style-type: none"> 1. Plug your Mic4Me into either dock of the LinkStation. 2. Wait for a few seconds until the <i>Battery Status</i> Indicator becomes stable. 3. Press and hold the LINK button, the green LINK light starts to flash from slow to rapid. Then release the LINK button. 4. Wait for Battery Indicator become stable again.
	<ol style="list-style-type: none"> 5. Pick up the Mic4Me and it turns ON automatically. The status indicator lights up in RED and flashes. 6. Wait until it becomes stable GREEN. . It is now ready to use. <p><u>Switch OFF and Mute Volume</u></p> <p><i>Switch OFF the Mic4Me:</i></p> <ul style="list-style-type: none"> - Press and hold the <i>PUSH</i> button for a few seconds until light becomes off <p><i>Mute / Un-mute Mic4Me:</i></p> <ul style="list-style-type: none"> - Press the <i>PUSH</i> button once.

Signal Light Status

Green light 	- Connected and ready to use
Red light 	- Mute / not ready to use
Red / green flashing light	- Synchronizing with mic system. Wait for a few seconds for connection
Continuous beep sound (with Red flashing light)	- Loss communication with the mic receiver

Power Charging

Mic4Me is equipped with high-capacity rechargeable battery, which supports USB (Type A ) charging. The battery takes **around 3 hours** from 0% to full charge and provides up to **8 hours of battery life** afterward. You may charge the battery from a **LINK Station**, a USB **power supply**, or a **computer** USB port.

Operation Tips

1. Every LINK Station contains two docks where each dock can **connect to ONE Mic4Me at a time**. The last Mic4Me connects to a dock releases and replaces the connection of the previous Mic4Me.
2. Please be reminded to charge the Mic4Me fully before using it for lengthy lectures/events.
3. Mic4Me produces a **beep sound** alarm when charging or when losing communication with the LINK Station. To stop the alarm, just **switch OFF the Mic4Me**.
4. The Mic4Me's **external mic** is replaceable with **compatible accessories** of your own preference as an option.
5. Mic4Me equips with a **built-in microphone**. You can unplug its external mic and use it as a wireless handheld.
6. In case of any problem/question, please call the ITSO Service Desk at extension 6200 for help.

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