

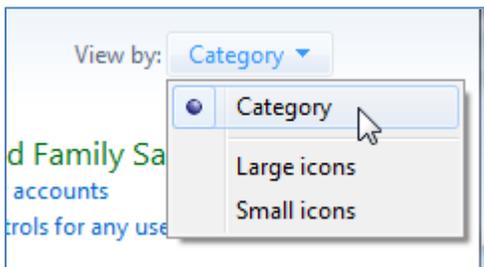


The *Revolabs xTag* wireless microphone operates after its USB plug has been plugged into a USB port on the computer. The computer will advise that the device is installing, and that it is then ready to use.

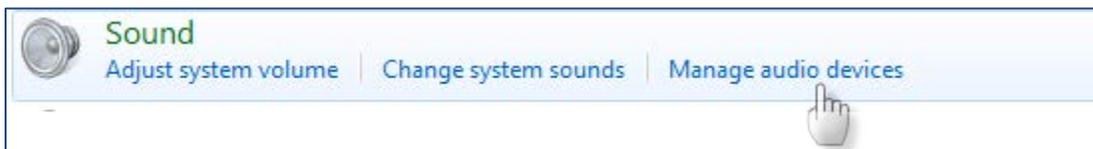
Speakers on your computer will be "taken over" by the xTag at first. But you can restore your speakers by disabling the xTag's sound playback functionality by taking the following steps:

1. From the Start Menu on your Windows computer, select Control Panel.

Note: It is easiest to use the control panel if you view it by "category"

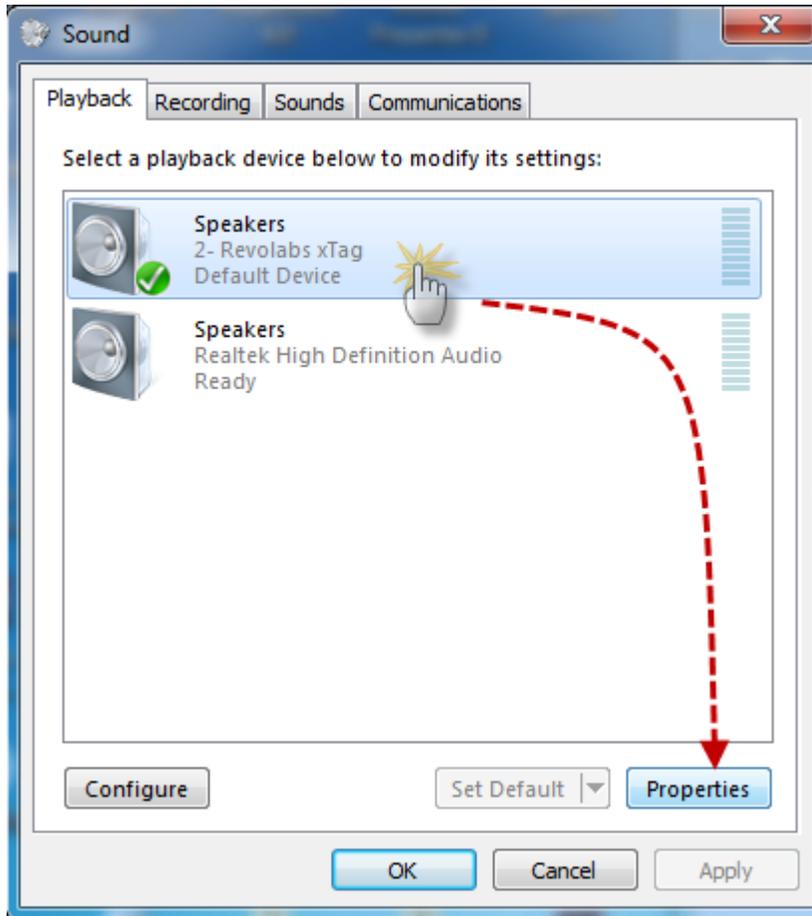


2. Select "Hardware and Sound"
3. From the Sound category, select "Manage audio devices"

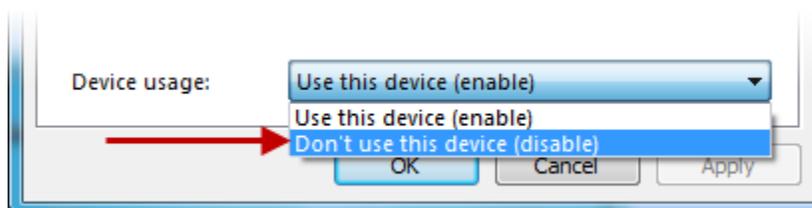


4. You may find that the default device under "Playback" (i.e., *speakers*) is set to the new Revolabs xTag device; *you will want to change this.*

5. Select the Revolabs xTag Speakers in the "Sound" window and choose it's "Properties"



6. In the "Speakers Properties" window, look down to "Device Usage" and from the dropdown menu, choose "Don't use this device (disable)"



7. You will click "OK" *twice* to exit the control panels. As a result, your speakers or headphones are restored.

You only need to do this once. If the computer is on "deep freeze" however, you will need to do it again each time the microphone is plugged in.

The screencast for the aforementioned steps is located on YouTube at <http://youtu.be/RziXRv-VRig>

The operation of the microphone itself is as follows:

1. When the base station of the microphone is first plugged in via USB, with the microphone sitting in its base, the light will be yellow.
2. In two hours or less, the microphone will be charged, and the light will be green. You may withdraw the microphone from its base, in order to attach it to the outside of your clothing.
3. When the microphone is withdrawn from the base, it will blink red and yellow as it is "paired" with the receiver, which is inside the charging base. This is a "Bluetooth" operation.

In a moment or two, both the microphone and the base will be showing lights that are blinking yellow (mic) and red (base) simultaneously, indicating that the units are paired.

4. Press the mute button on the microphone (a thumb pressed down once will do it), and the light on the microphone will turn green, as will the light on the base.

The microphone is now transmitting audio.

5. Push the mute button again to mute the microphone, which will be indicated by a blinking red light.

The microphone is operational for 8 hours straight.

Always plug the microphone into the USB port of an active computer to charge it before the webinar begins (up to 2 hours before the webinar if possible). After the webinar is over, it is strongly suggested that you reconnect the microphone's USB to an active computer to recharge the battery.

Maximum charge time is 2 hours, which will be less depending on how long the microphone is used in a session.

The screencast for the aforementioned steps is on YouTube at <http://youtu.be/PSX6O3B2-eA>

The procedures for connecting your microphone in the Adobe Connect webinar environment are shown in the screencast at YouTube at <http://youtu.be/-0n1BWjORKo>.