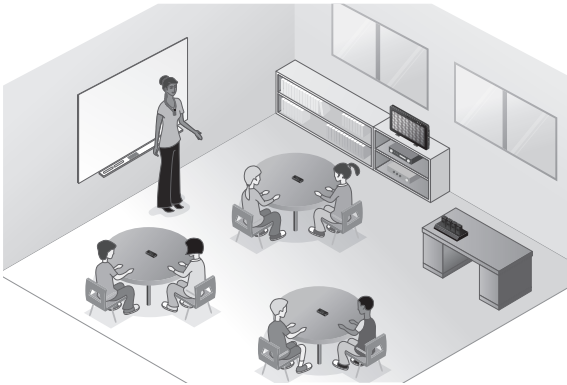


## DAILY OPERATION INSTRUCTIONS

### 1. Remove the pods from the charger and place them on the group tables.

- The speakers will stay powered on while charging.
- Note the location of the pod numbers.



### 2. Remove the microphone from the charger and put on.

- The microphone will default to the Mute position, the teacher status will turn to red.
- Place the microphone around your neck and insert the earbud.
- Press the power/mute button, the teacher status will turn blue, indicating the microphone is active.



**Power /  
Mute**



### 3. Open the Lightspeed Activate app on your mobile device and begin instruction. Use the app to:

- Address the whole class
- Monitor and Instruct small groups
- Activate student group sharing
- Capture an audio/video recording
- Take classroom photos
- Adjust volume levels



## DAILY OPERATION CONT

### 4. Using the Activate mobile app:

*(Refer to the app tutorial for instructions)*

Function	Command	Description
Whole Class Instruction	Press class button	Activates classroom speaker to distribute teacher's voice to the entire room.
Small Group Instruction	Press Pod #	Connect to each individual student group pod. The pod # button will light and a tone will sound in the earbud when connected (1-2 seconds).
Just Listen	Press MUTE	Mute your microphone and move from pod to pod to monitor (listen only) student groups, gaining critical insights to the learning process.
Pod to Class Sharing	Swipe Pod # to class button	Allows one student group to address the whole class. Both the class and pod # buttons will turn orange.
Disconnect	Press activated pod # again	Disconnects the transmission and turns any audio off.
Teacher earbud volume	Press Vol UP/DOWN arrows	Turns the volume to the teacher's earbud up or down.
Recording	Tap the record tab	Select video, audio, or photo to capture. Tap the record button to begin.
Recording audio source	Swipe right to reveal control arc	Tap the desired audio source: class for teacher microphone only, or any pod to capture student group interaction.

### 5. Pod call button:

- Each pod has a call button for students when they need assistance.
- When the button is pressed, a tone sounds in the teacher earbud and the corresponding pod # will blink on the app.
- The light will continue to blink until the teacher selects that pod.
- To clear multiple blinking lights: press class button.
- If undesirable, this feature can be turned off in the app settings.

### 6. Return the components to the Activate Station for nightly recharging:

- Place all components in their respective charging slots
- Charging lights will light: red = charging; green = fully charged.
- The units will fully charge overnight.

