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.

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
4. **Using the Activate mobile app:**  
   *(Refer to the app tutorial for instructions)*

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

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.