

USER MANUAL

Microphone Kit



Important to note: This is the manual for the new app that was released 10th of August, 2026.

**Information in this document may change without notice. ©
Speaksee 2026. All rights reserved.**

CONTENTS

PARTS OVERVIEW	3
Inside the Microphone Kit Box	3
Sticker on the box	4
Speaksee Microphones	4
Base station	5
Accessories for charging	6
INSTALLATION	7
Follow the steps of the Quickstart Guide	7
DAILY USE	14
Turn on the Microphone Kit	15
Wear the microphones	17
Transcribe conversations	18
Recognising the battery status	19
Turning off the Microphone Kit	20
Charging the Microphone Kit	21
Firmware updates	22
ADJUSTING SETTINGS	23
Adjusting settings for the App	23
Help navigating the App	23
Your Microphone Kit information	24
Adding an additional Microphone Kit	25
Support & Legal	26
Adjusting settings once in Transcription	28
Translation	28
Changing the name of the Microphone	30
Saving the session	31
Adjust legibility	32
Share the session	33
Keyboard Function	34
CONNECTING YOUR DEVICE	35
Connect via Bluetooth	35
TROUBLESHOOTING	37
Legend of base station lights	37
Key of the microphone light	40
Key of power button operation	42
Reset to factory settings	43
Reset your password	44
LEGAL INFORMATION	46
Important advice	48
Safety precautions	49
CONTACT DETAILS	50

PARTS OVERVIEW

Inside the Microphone Kit Box



The Microphone Kit includes the following parts and accessories:

- 1 x Base station
- 3 x Microphone
- 9 x Colour pucks
- 3 x Lanyard
- 1 x International adaptor
- 1 x USB-C cable
- 1 x Carry case

Along with the following printed documentation:

- Quickstart guide
- Legal Information Card

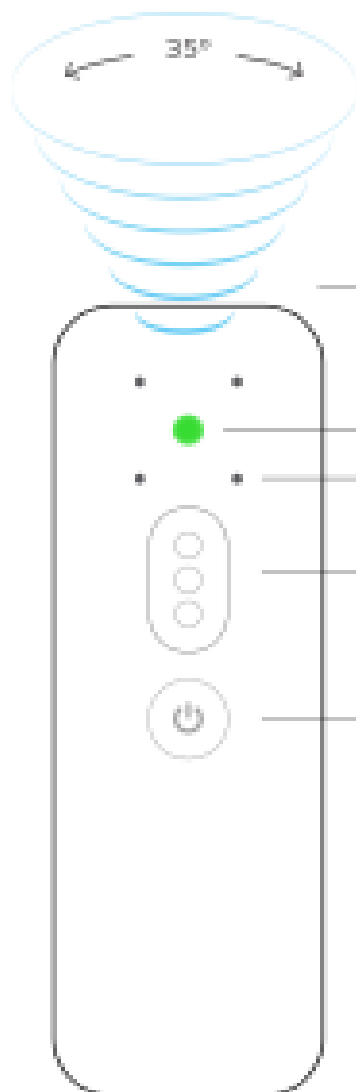
Sticker on the box

The sticker on the box contains information with regard to your Microphone Kit.

- MAC (LAN1): refers to the Wi-Fi
 - MAC address
- MAC (LAN2): refers to the
 - Ethernet MAC address
- SN: is the unique serial number of your Microphone Kit, this is the same code as printed on the back of your base station.



Speaksee Microphones



1. Focused speech detection

To pick up the voice of the person wearing it.

2. Light

- 1 Indicating the microphone status. See the [key of the microphone light](#) for a full overview.

3. Microphone receivers

- 2 To listen and transcribe what is being said in real-time

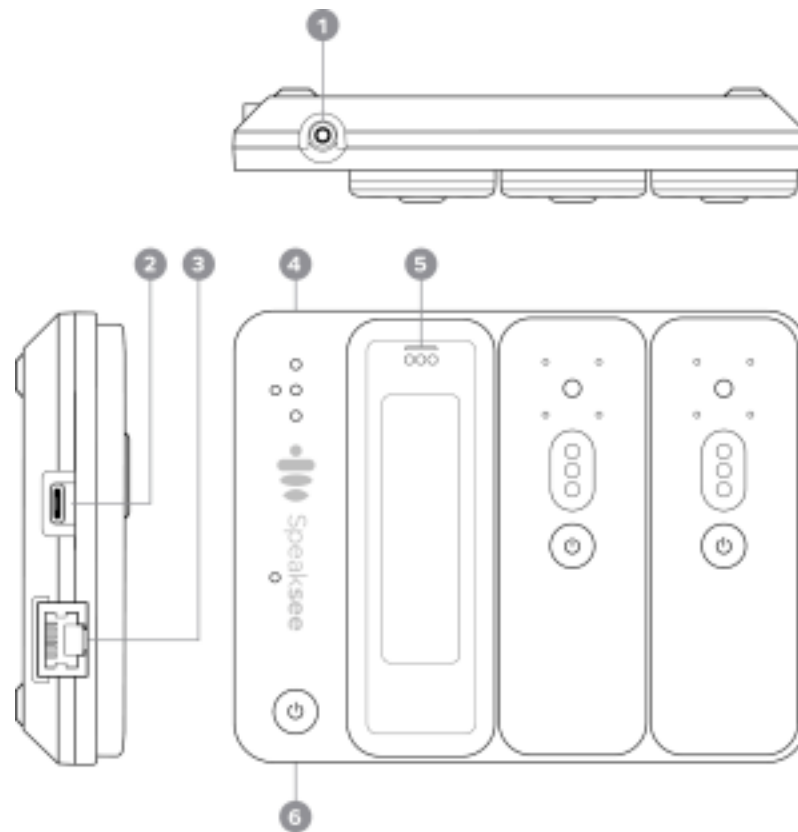
4. Colour puck

- 3 Change the colour puck to suit your style or usage situation. Nine different colours are provided with each Microphone Kit.

5. Power button

- 4 After switching on the base station, switch on the microphones by pressing this power button.

Base station



1. Audio jack port

Connect a device from which you want to subtitle the audio. Think of your smartphone or your TV. Connect it with a 3.5 mm audio cable.

NOTE: this feature is not fully supported yet for all setups.

4. Lights

To indicate the base station status. See the key of base station lights for a full overview.

2. USB-C charge port

Use this port to charge your Microphone Kit.

5. Charging pins

To connect the microphones to the base station to charge them.

3. Ethernet port

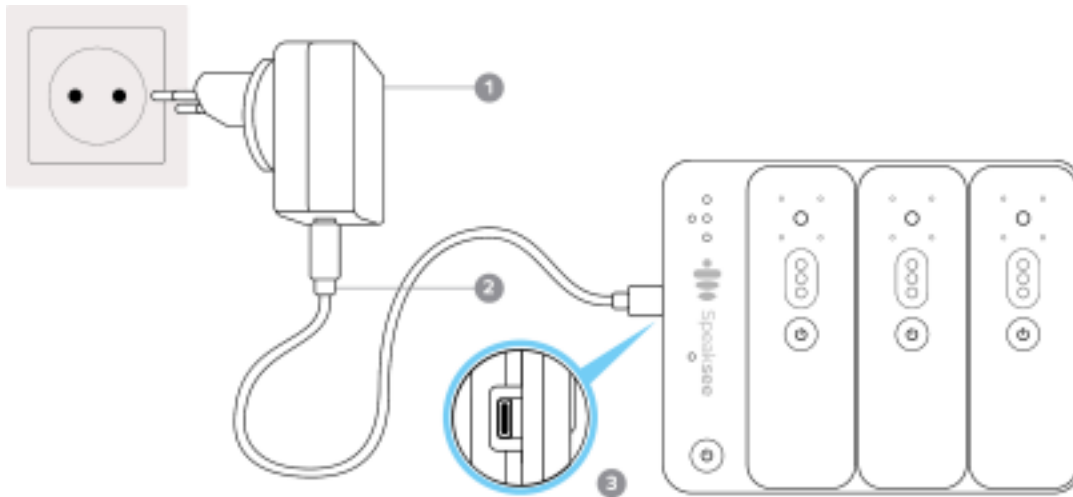
Connect via cable internet with this port, alternative to Wi-Fi (this is not supported).

6. Power button

Press this to turn on the base station. Then turn on the microphones separately.

Accessories for charging

For charging the Microphone Kit, use only the supplied adapter and cable.



1. International adaptor:

Change the adaptor head to suit your power outlet.

3. USB-C port:

Plug the USB-C cable into this port of the base station.

2. USB-C cable:

To connect the adaptor to the base station.

INSTALLATION

Follow the steps of the Quickstart Guide

With your Microphone Kit, a paper printed Quickstart Guide can be found in the inside pocket of your carry case. It looks like this:



Example shown of Production run 2023

Get started by following these 3 steps and use the activation code to onboard your device:

1. Install the Speaksee app

Scan the QR code as shown on the Quickstart Guide to download the Speaksee app or visit: speak-see.com/setup. You can also down the app directly from Apple or Google-play store.

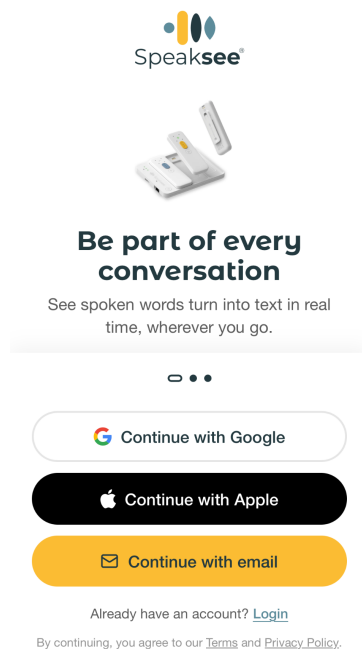
2. Set-up your Microphone Kit

Follow the instructions in the app to set-up your Microphone Kit. You will be prompted to use your activation code as printed on your User Guide.

Please note: The activation code can only be used once. If you want to use Speaksee on an additional device, make sure to login with the same account.

3. Enjoy transcribing!

Follow the steps of the Speaksee App



1. Creating an account If you do not have a Speaksee account yet, press the “Continue with...” button. In this way you can create an account with Google, Apple, or another email address.

Do you already have an account? Then you can press “Log in”. Continue with step 3.

Do you already have an account for Speaksee AutoCaption? Then you can login with the same credentials.

Fill in the complete form to be able to create your Speaksee account.

Please note: Special characters are not allowed in the name fields.

Create your own password to be able to login to your Speaksee account, this is **NOT** the unique activation code on your user guide.

14:47

Speaksee

Welcome back!

Continue with Google

Continue with Apple

By continuing, you agree to our [Terms](#) and [Privacy Policy](#).

or

Email address

name@domain.com

Password

Password

[Forgot your email/password? Request a reset](#)

Login

2. Verifying your account

After creating your account, you will receive an email to verify your account. Click on the link in the email and your account will be verified.

After clicking on the link, you can return to the app and login with your Speaksee account.

14:48

Speaksee

Setup the Microphone kits

For the setup we need the following:
This takes about 5 minutes.

- Speaksee Microphone Kit** (At least one (charged))
- * Activation code** (Provided with the microphone kit)
- Internet access** (Need a stable internet connection) ✓
- Bluetooth** (Enabled bluetooth on your device) ✓

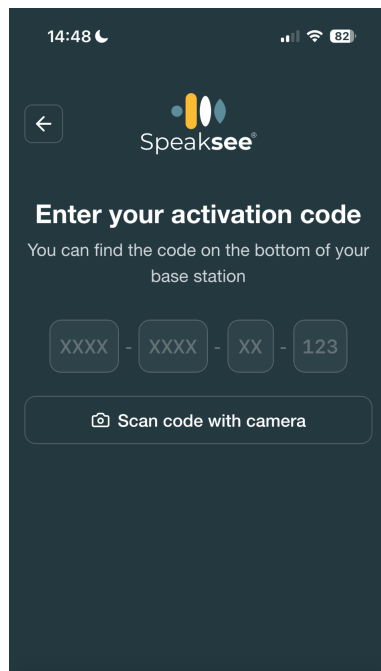
Start setup

3. Turn on Bluetooth

(and location for Android users only)

In order to connect the Microphone Kit to your phone or tablet, Bluetooth must be enabled and on.

Note: Android users also need to enable their location.

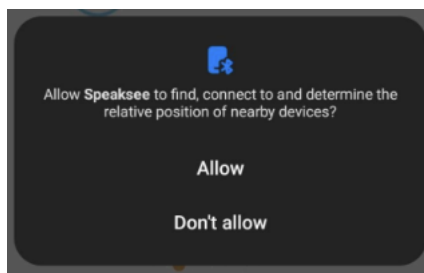


4. Enter the activation code

Enter the activation code that is provided on the document inside your Microphone Kit box.

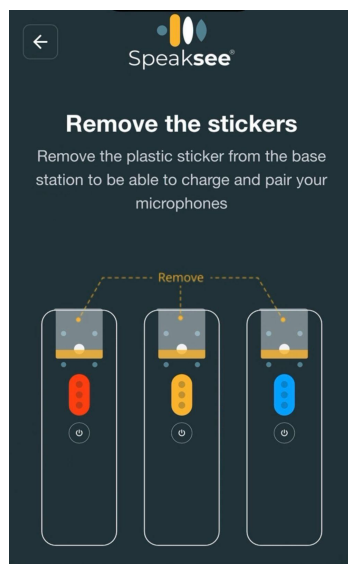
Please note: the activation code can only be used for one account.

If you are connecting two Microphone Kits, they will each have their own verification code, which both need to be installed. This can be done in the app after.

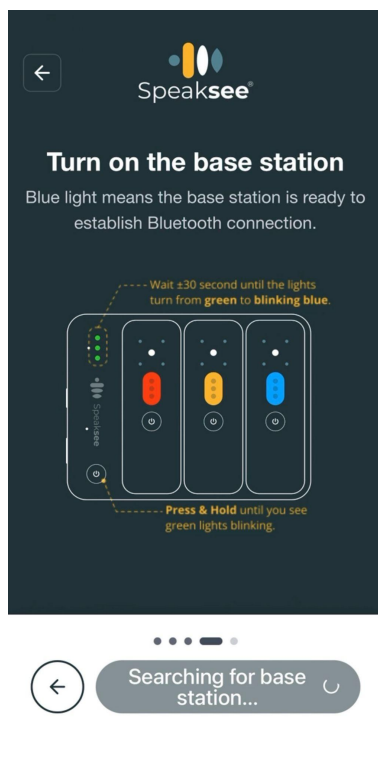


5. Allow Speaksee Microphone Kit to find nearby devices (for Android only)

Click allow on the pop-up message so that the app can connect with your Microphone Kit.



6. Make sure to remove the stickers from the microphones.

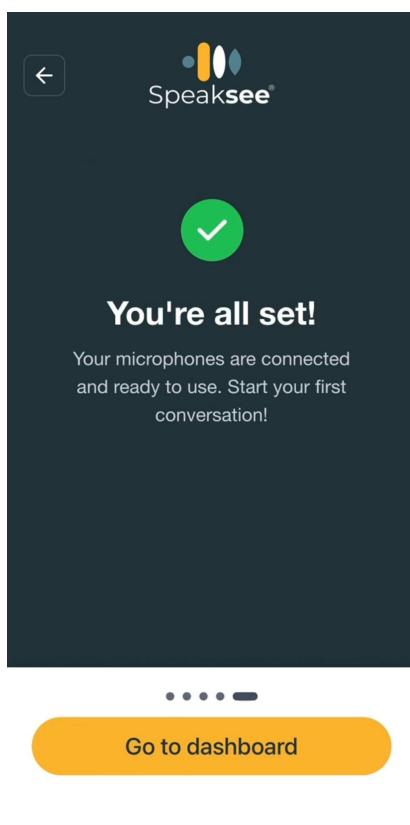


6. Turning on the Microphone Kit

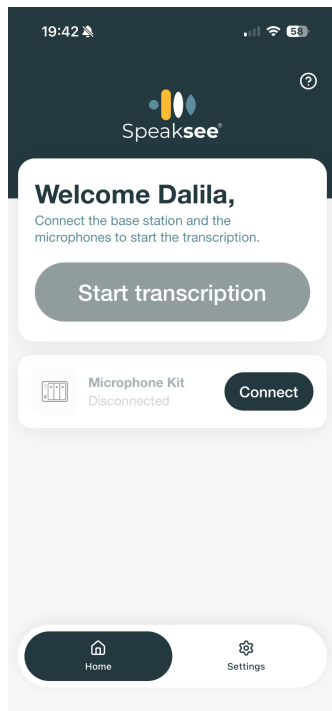
Click the power button of the base station to turn the Microphone Kit on.

You need to hold a bit longer (1 seconds) for it to turn on.

You will see that all 3 lights turn green and start blinking. If the lights start blinking blue, the Microphone Kit is ready to establish a bluetooth connection. You can press "Next".



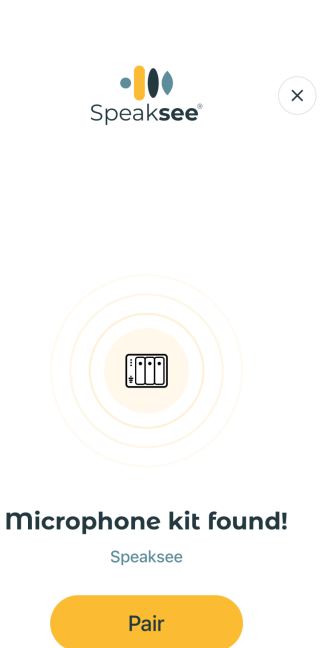
Your Microphone Kit should all be connected now.

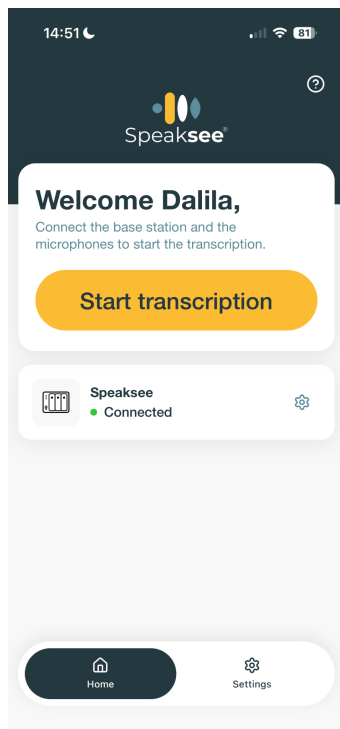


7. Pairing the Microphone Kit with your Phone

If once you enter the app, and under Microphone Kit it states “Disconnected”, click on “Connect” in order to pair the app with your Microphone Kit.

Once the Microphone Kit under the name Speaksee is found, you can press “Pair”.





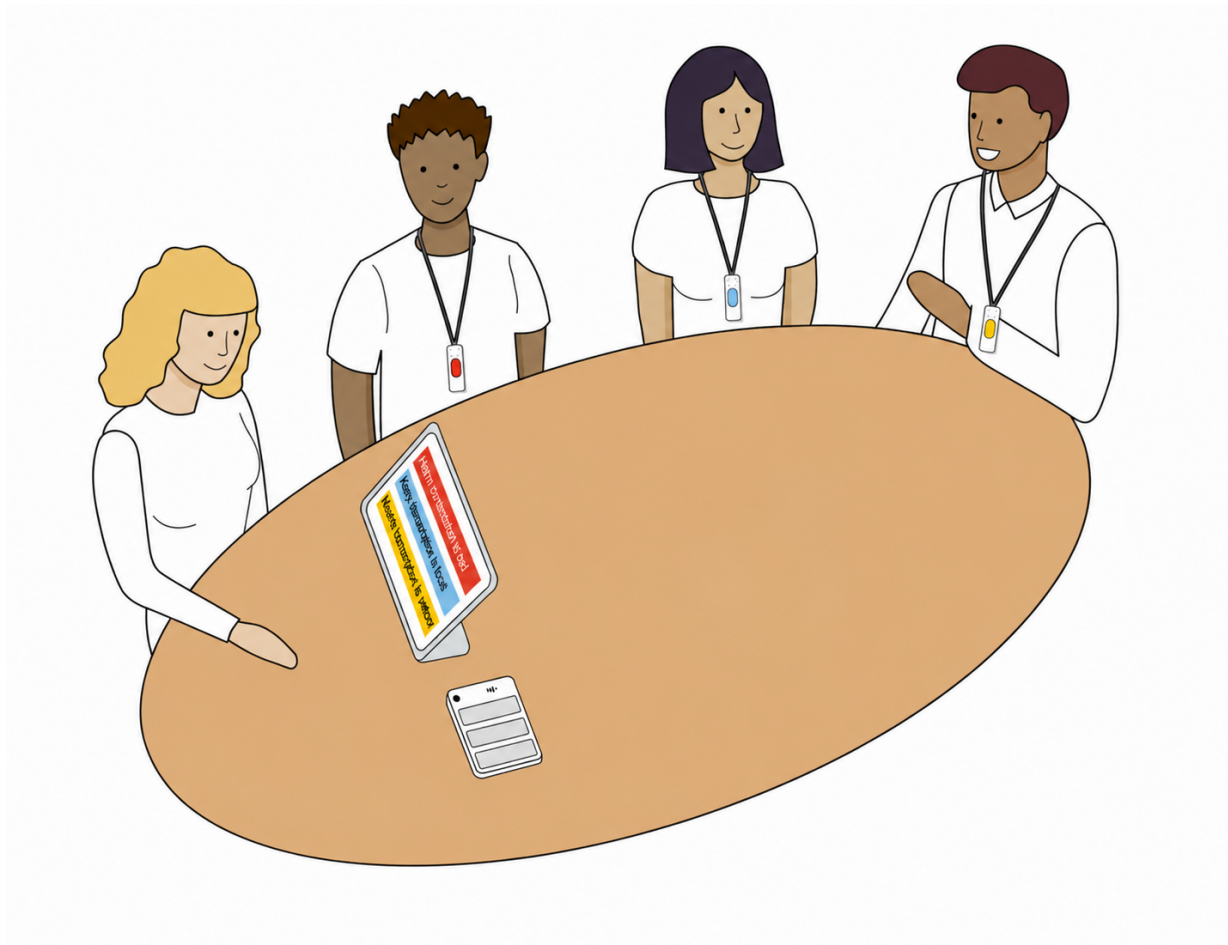
8. Ready for use

You are now ready to use your Microphone Kit. Please move to the next page for the instructions on how to use your Microphone Kit.

DAILY USE

The Microphone Kit transcribes what people are saying in real time, even in groups and when there is background noise.

Use the Speaksee app on your smartphone, tablet or laptop and view who says what. The speech picked up by each microphone is displayed in a different colour.



Your conversations are secure

Feel free to use your Microphone Kit in any setting. Your transcriptions are hardware and software encrypted. The security of the Microphone Kit was also put to the test by a team of KPN IT experts. We passed this test.

Important to note: We also have an ISO certification.

Turn on the Microphone Kit

At first use, set up your Microphone Kit following the steps as described in the chapter [“Installation”](#). For each use, first go on to the app. Then turn on the base station. Lastly, lift each microphone you wish to use off the base station and turn them on individually.

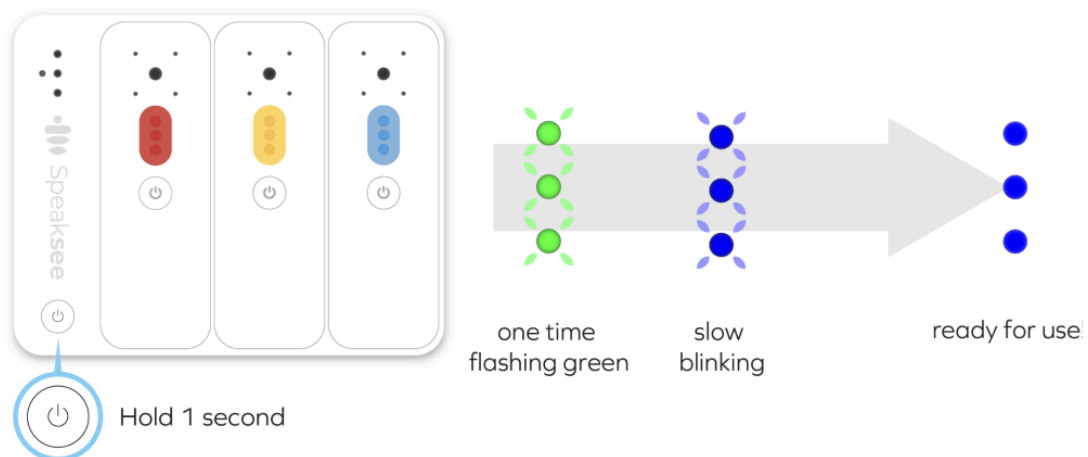
1. Open the app

Before turning on the base station, open the Speaksee app on your phone. If you have yet to download the app, that can be done via the Apple app store or Google Play.

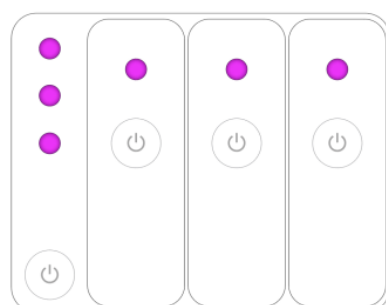
2. Turn on the base station

Before switching on the microphones, turn on the base station by holding the power button for 1 second.

The 3 lights will flash green once, to indicate that the device is turning on. Boot-up takes about 5 seconds, during which it tries to connect with your smart device.



Once the lights light up blue continuously, the base station is ready for use. You can now press start transcribing and the lights will become solid green.



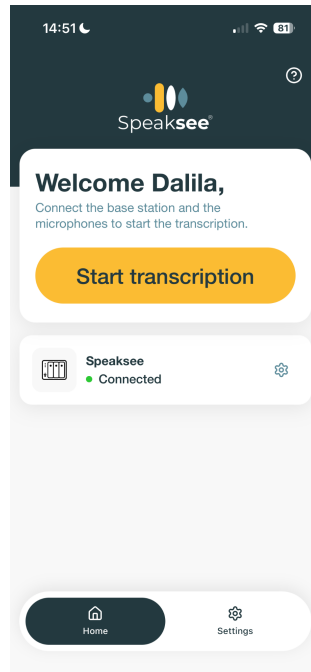
software update in progress

NOTE: Upon turning on the base station and opening the app, a firmware update might pop-up.

A firmware update is identified by 3 pink lights, please read the section on firmware updates for a detailed explanation.

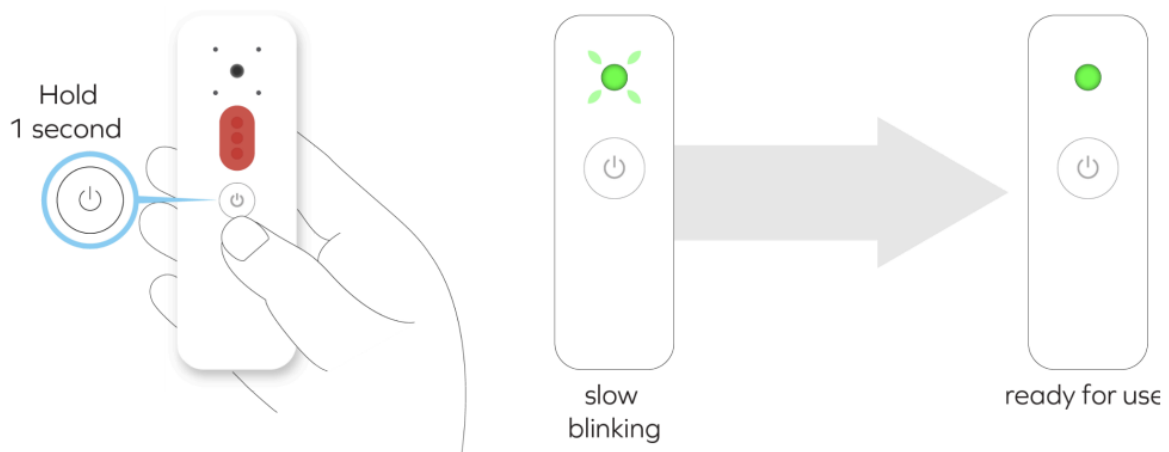
3. Click on Start Transcription

Once you are in the app, and the base station is on, click on “Start Transcription”, which can be found on the home page.



4. Turn on the microphones

Lastly, turn on each microphone by lifting it from the base station and holding the power button for 1 second.



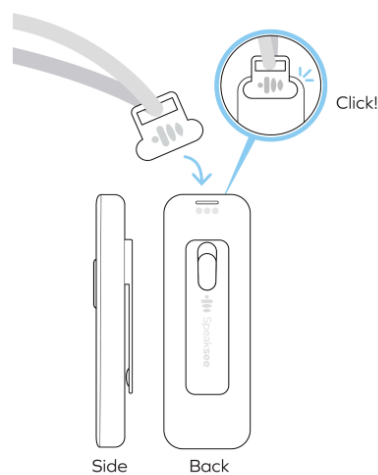
The light will blink green, to indicate ‘booting-up’. This takes about 3 seconds. Once the microphone light is steady green, the microphone is ready for usage. You can now hand out the microphones to each speaker.

Wear the microphones

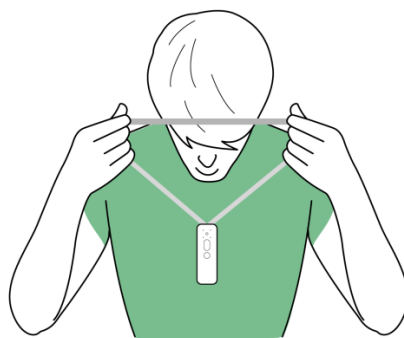
Each speaker should wear a microphone to transcribe a conversation. To pick up the voice of the person wearing it, it is important that the microphone points upwards towards the mouth of the speaker. The light should be visible, facing forward.

Neck strap

Attach the neck strap to the microphone by clipping the magnetic charm to the back of the microphone.



It's important that each speaker wears a microphone for the best results. Make sure the microphone is pointing upwards toward the mouth, with the light visible and facing forward. This helps to better capture the speaker's voice and improves the accuracy of the transcriptions.



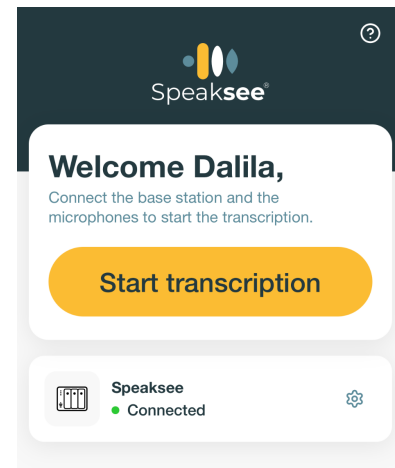
Transcribe conversations

The accuracy is best when everyone in the conversation articulates clearly and speaks audibly (loud enough). It is best to inform all conversation participants about this beforehand.

In the app

Once the Microphone Kit is turned on, and the microphones each speaker will use are on as well, you can press the “Start transcribing” button in the app.

Every speaker can now start talking and the transcripts will appear in the app.



Via web browser

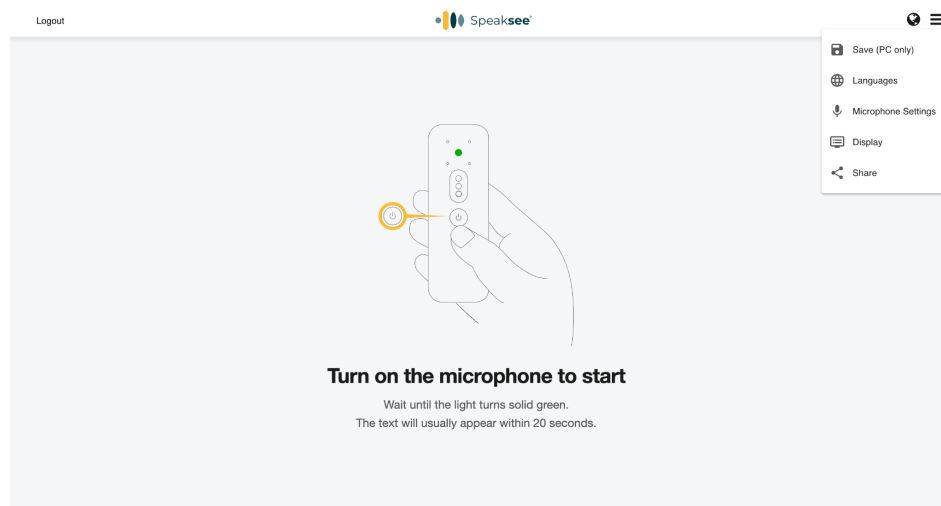
The app must also first be open on the phone/tablet, and have clicked on “Start Transcription”.

This feature is nice if you would also like to follow the transcription, that is occurring on your phone/tablet on a computer/laptop as well.

To see the transcription on the computer/laptop, go to a web browser and navigate to **speak-see.com/web**.

Login with your Speaksee account and select the Microphone Kit you would like to use.

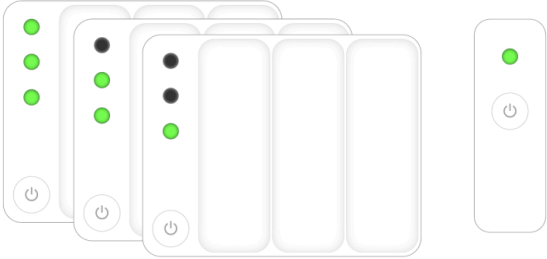
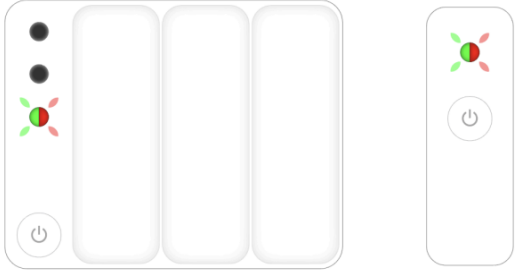
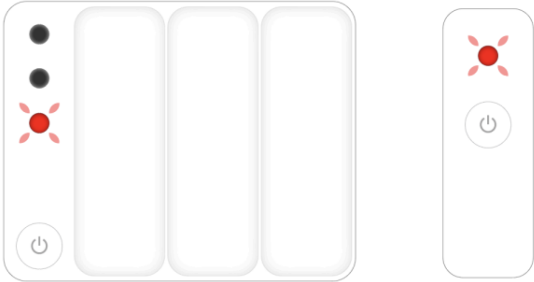
As long as the app on your phone/tablet is on and working it should show up here as well. Every speaker can now start talking and the transcripts will appear in the app.



Recognising the battery status

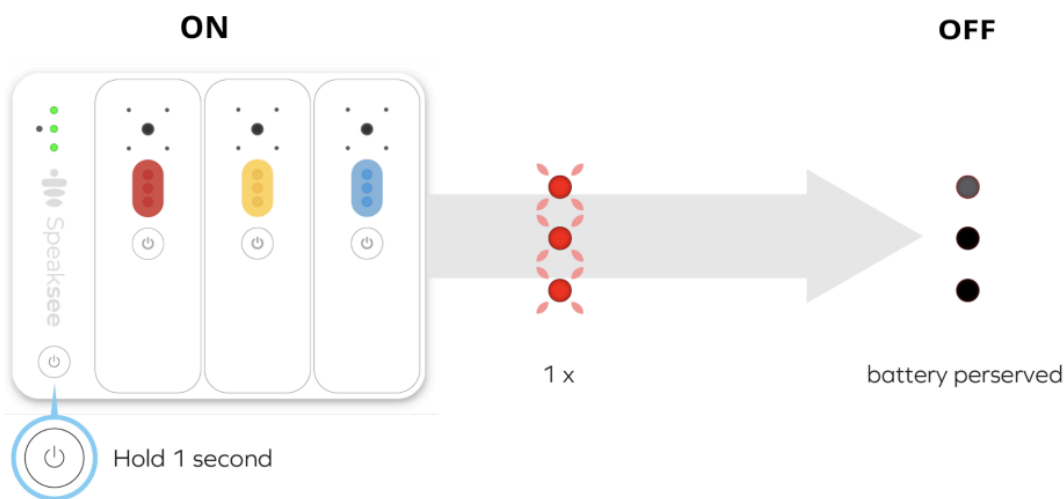
During use, the battery of the Microphone Kit slowly runs out. It is good to be aware of this, so that you can recognise in time when the Microphone Kit needs to be charged.

Average operating time for each microphone is 4 hours. Meaning a 100% full battery allows you to have a 4-hour conversation until the microphone switches off.

Full: As long as the lights are green during use, the Microphone Kit is sufficiently charged.	 battery sufficiently charged for use
Almost empty: If the battery is low, the light will alternately flash green and red.	 NOTE: battery almost empty!
Battery too low to use: In case no charging action is taken, the Microphone Kit will automatically switch off. This is indicated by the light(s) flashing red 10 times.	 automatic turn off due to low battery

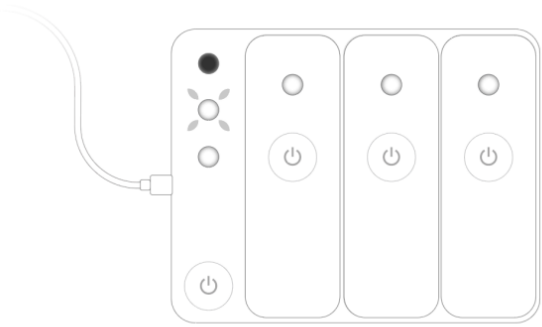
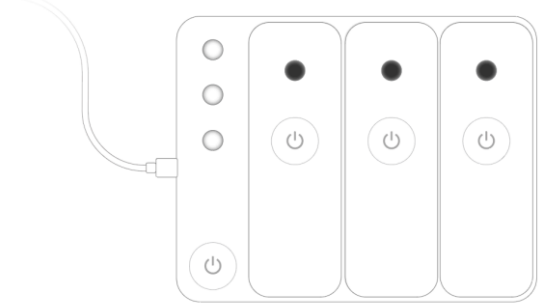
Turning off the Microphone Kit

1. The Microphones Turn off the microphones by simply placing the microphones back in the base station. The microphones will start charging or turn off when the battery is full.	2. The base station Press and hold the base station's power button for 1 second to switch it off. The lights will flash red once. If the charging station is not connected to the charger, all lights are out.
---	---



Charging the Microphone Kit

During charging, the lights are white to indicate the battery charging status.

 the battery is still charging	Charging: When the base station is charging, one of the lights flashes in white. The charging of the microphones is indicated by the lights being steady white.
 battery fully charged	Battery is full: The base station is fully charged when all 3 lights light up white continuously. When the microphones are fully charged, the lights on the microphone are out while in the base station.
Charging the base station To charge the base station, connect the USB-C cable and adapter as described in the chapter accessories for charging. Then plug the USB-C piece into the base station, and plug the adapter into the wall. TIP: The base station can also be charged while in use! CAUTION: Do not leave the Microphone Kit in an ambient temperature higher than 35°C.	Charging the Microphones The microphones are automatically charged when placed back in the base station. NOTE: The microphones will not charge if the battery level on the base station is too low.

Firmware updates

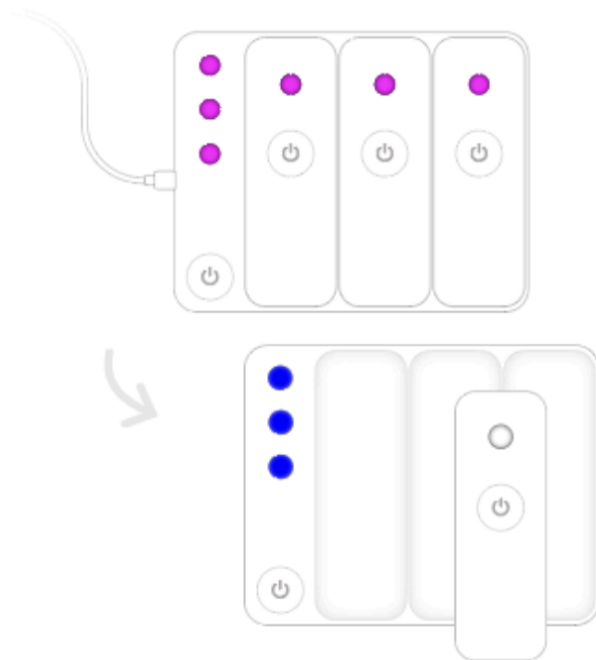
It is recommended to keep your Microphone Kit's software up-to-date. When a new firmware update is available you will be asked to approve it in the app. This will usually occur about twice a year.

During a firmware update the lights on the base station are pink. An update can take several minutes.

We inform our users on everything they need to know about the update in advance via email.

Once a month an email with feature and bug updates will also be sent to users.

Below you will find an overview of the updating process. First, the lights on the base station will be steady pink. After that, the microphones will also turn pink, indicating that the microphones are updating. Once the update is finished the Microphone Kit will reboot and the lights become blue. During the update, status updates will be provided in the app.



The charging dock and microphones are updating. You can check the status in the app. After the update is finished, your Microphone Kit will restart to complete the update.

App updates

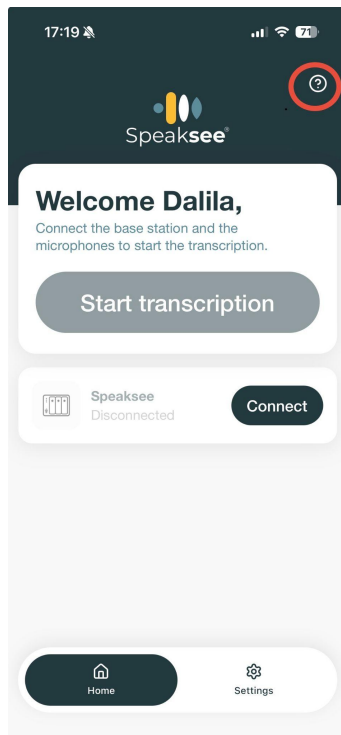
Make sure to keep our app updated to the most recent version. We're always improving!

ADJUSTING SETTINGS

Adjusting settings for the App

These features can only be changed when you start on the home page. At the bottom of the screen there are two tabs “Home” and “Settings”. To change features and of your app you can do that here.

Help navigating the App

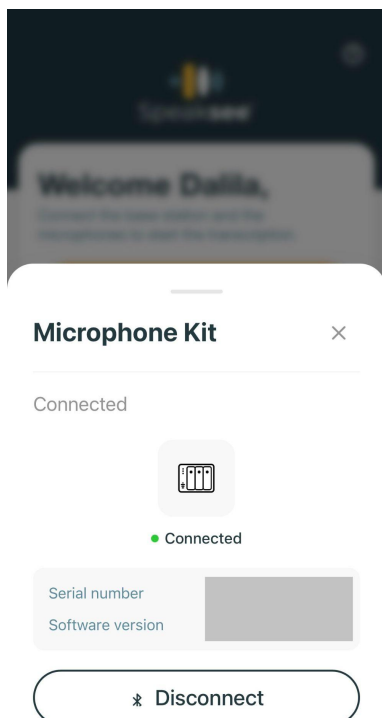


At any point when you are in the app, and not sure how something works on a page you can always click the question mark on the top right corner.

On every page inside the app you will see this question mark. It will take you through a guided tour of that page within the app.

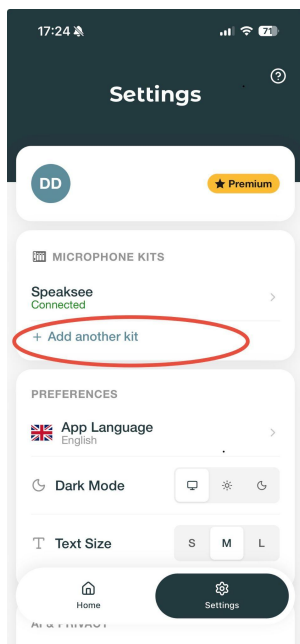
You can also take a full guided tour of the app. This can be found by clicking on the tab “Settings” next to “Home”. At the bottom of the “Settings” page you will see text that says “Take a guide tour”. This will then take you through a tour of the whole app.

Your Microphone Kit information



Under Microphone Kits, you will see one kit already connected. If you click on the kit it will take you to a page where you can also view the battery level, firmware, serial number, and directly update your kit to the new firmware. You can also disconnect your kit here.

Adding an additional Microphone Kit



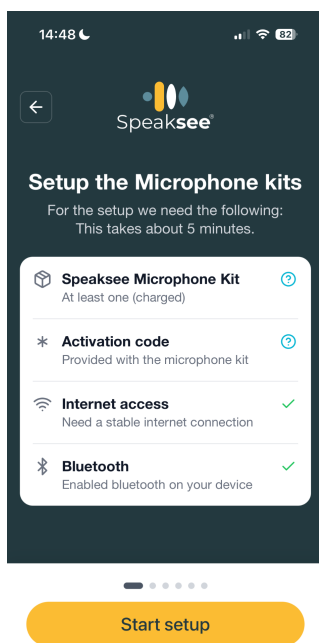
Under Microphone Kits, you will see one kit already connected.

Underneath it says you can “Add another kit”. This will take you to a setup page.

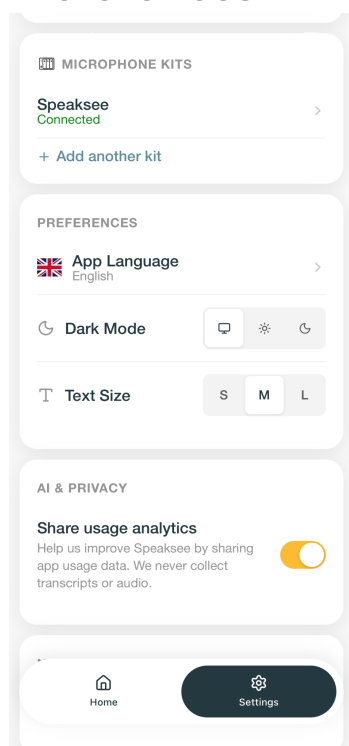
If you have all the things required on the screen, you can “Start Setup”.

It will then take you to a screen to “Enter your activation code”. This will be inside the box with your new Microphone Kit.

The following steps are the same as when you first activated your Microphone Kit.



Preferences



App language

Under “Preferences”, click on “app language” to change the language of the app to whatever you desire. Make sure to click “Confirm”.

This will not change the input or output language of your transcription.

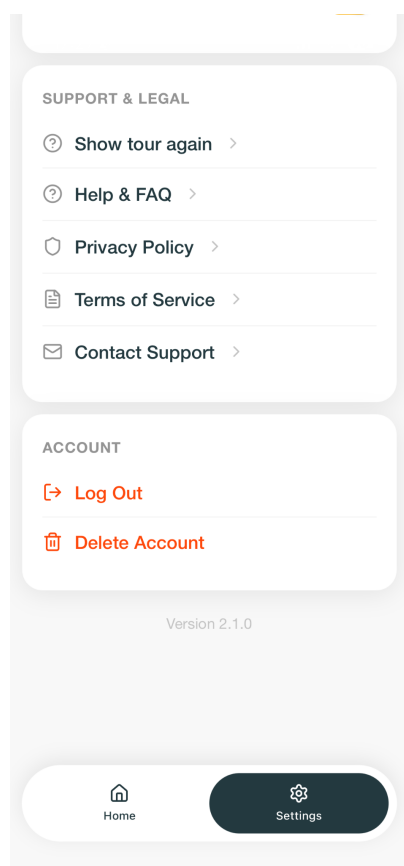
Dark Mode

Here you can choose for dark mode or light mode. The computer screen icon will choose the default mode of your phone/tablet. The sun icon will make the app light coloured. The moon icon will turn the app to dark mode.

Text Size

Here you can alter the size of the text in the app. You can click for either “S” small, “M” medium or “L” large text.

Support & Legal



Show tour again

Clicking on this will take you through a whole tour of the app again. It will take you through all pages, and provide descriptions.

Help & FAQ

Clicking on this will bring you to our main support page. Here you can find main questions that people ask. You can also message directly with a bot. If the bot can not answer your question it will forward it to support.

Privacy Policy

Clicking on this will bring you to our Privacy Policy on our main website.

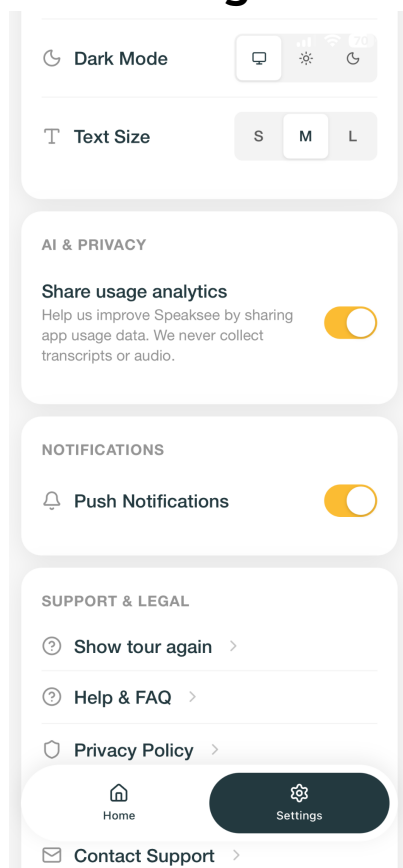
Terms of Service

Clicking on this will bring you to our Terms and Conditions on our main website.

Contact Support

Clicking on this will bring you to your default email app on your phone/tablet. It will automatically address the email to our support inbox.

Other things



AI & Privacy

If you click this toggle on you are consenting to for us to use your usage data to better our app and features. push notifications. You can always turn this off again.

Note: We NEVER collect your transcripts or audio.

Notifications

Push notifications

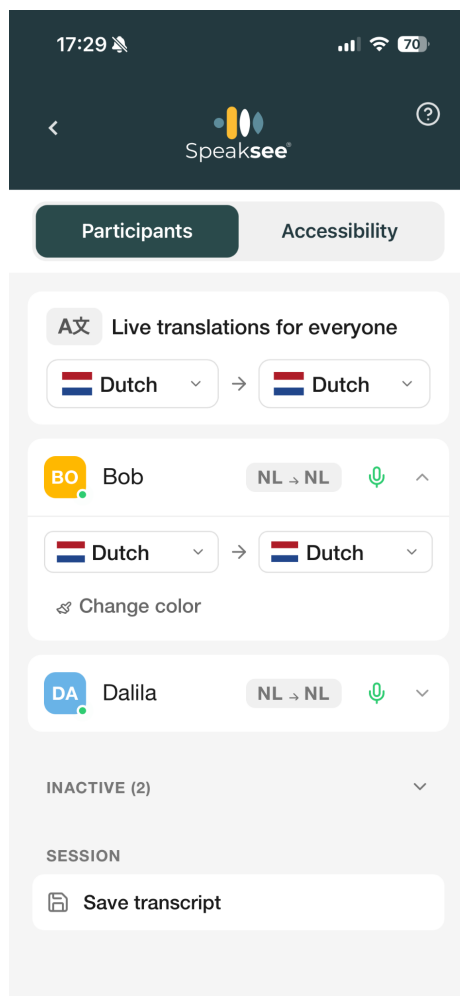
If you click this toggle on you are consenting to push notifications. You can always turn this off again.

Adjusting settings once in Transcription

These are features can only be changed once you start the transcription. You must also click on “Settings” in the top right corner.

Inside “Settings” you can adjust things for "Participants" and for “Accessibility”.

Translation



Press "Participants". Within this tab you can change the spoken/source language and the transcription/target language.

You can select from 80+ languages to translate to and from.

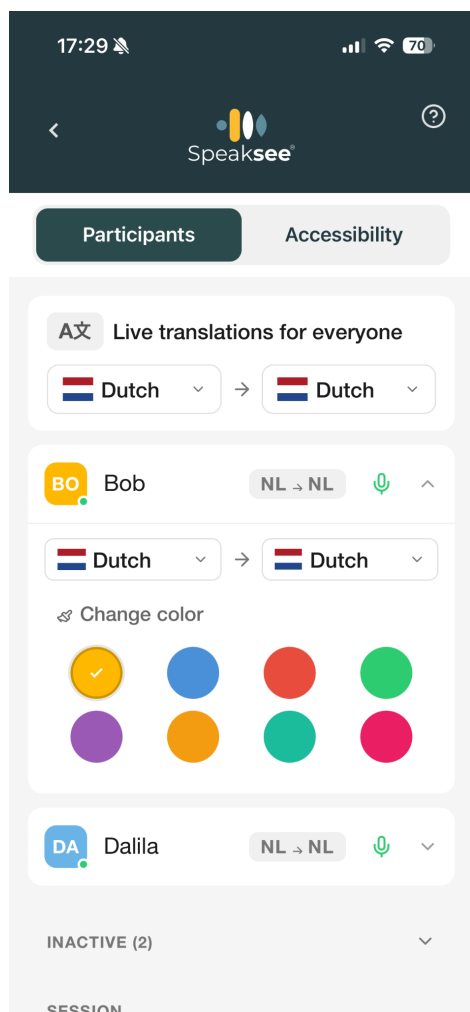
In this menu you can select both the input and the output language of the spoken words. If you do not want the output text to be translated, then keep the language the same as the spoken language.

On the “each” tab, you can set the specific input and output language for each microphone separately.

Once you are done, press the arrow at the top left corner to return to the conversation.

Note: Useful for when you are in a setting where everyone speaks and understands different languages.

Changing Microphone Colours



Within the “Participants” tab you can change the colour of the microphone (how it shows up in the app).

Make sure that the microphones that will be used are on.

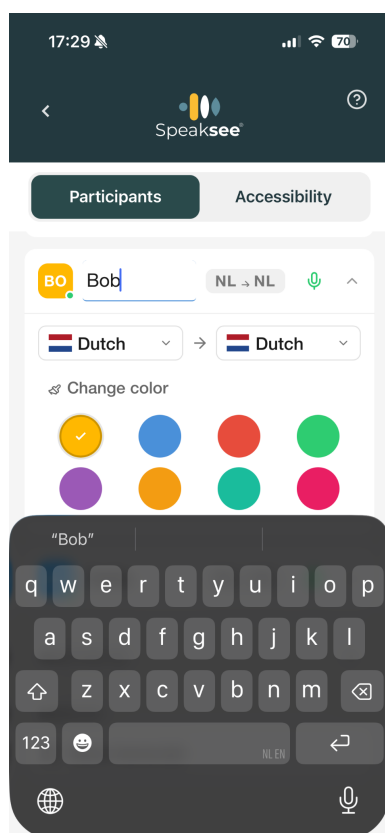
To change the colour of the microphone in the app, press on the downward arrow of the microphone you want to change. Then click on change colour.

The various colours will appear below and you can choose the one you want.

You can take out a colour puck and swap it for one of the additional colours that is in your carry case. Select the current colour of the microphone and change it to the new colour you want to put on your microphone.

Once you are done, press the arrow at the top left corner to return to the conversation.

Changing the name of the Microphone



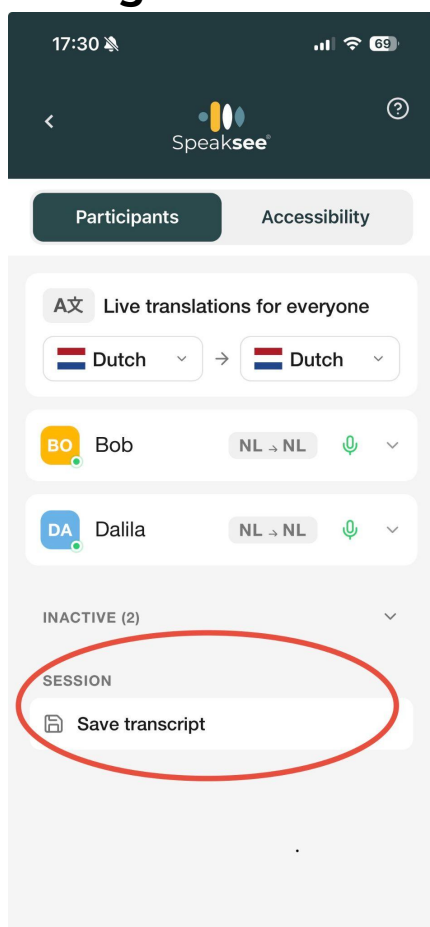
Within the “Participants” tab you can change the name of the microphone.

Make sure that the microphones that will be used are on.

To change the name simply click on the name to the right of the coloured icon.

Once you are done, press the arrow at the top left corner to return to the conversation.

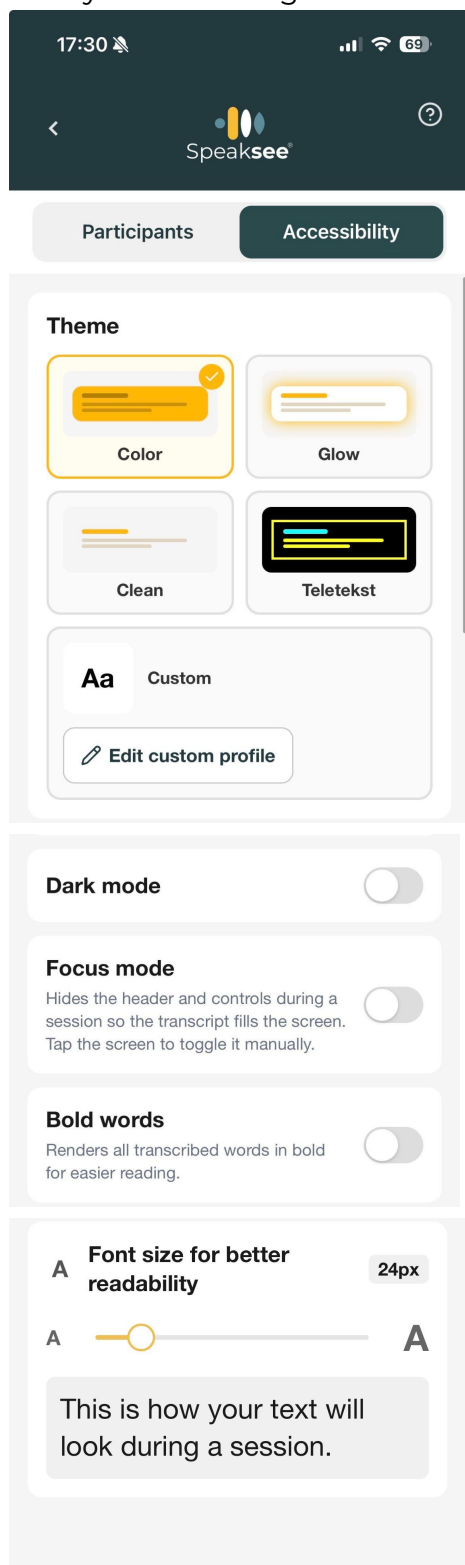
Saving the session



At the bottom of “Participants” you can also save midway through the session. Once you leave the transcription you will still have to download it in order to retrieve it.

Adjust legibility

This is within the “Accessibility” tab.
Here you can change the accessibility.



Theme

Select a theme to style your transcript screen to your own preferences. You can choose between “Color”, “Clean” and “Glow”

Message layout

Click this toggle on if you want the persons name to show up outside the text bubble.

Dark mode

Clicking the toggle on for the dark mode will make the background of your transcript black. This can create a contrast and be easier to read.

Focus mode

Clicking this toggle on will hide the header, and make sure the transcript will fill the whole screen of your phone/tablet.

When you go back to the transcript click on the screen and then focus mode will be on. If you want to exit out of focus mode click on the screen again.

Bold words

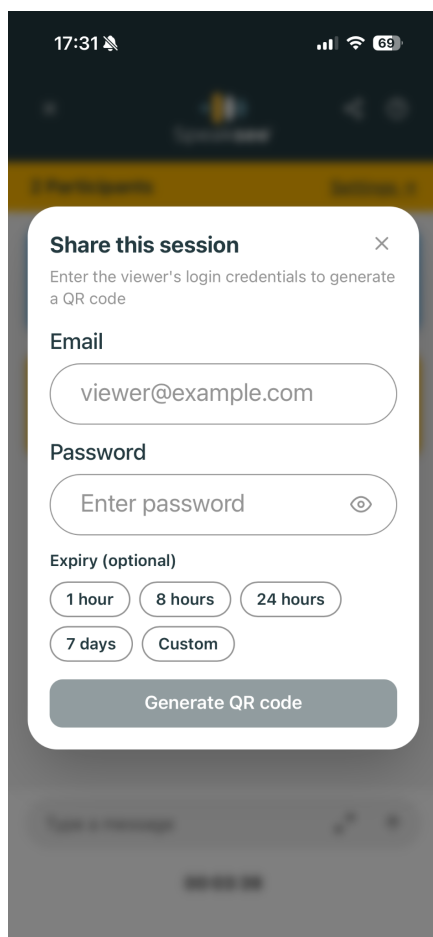
Clicking this toggle on will make all words transcribed bold.

Font size

Drag the font size bar to the left or right to be able to make the text of the transcripts smaller or bigger.

Share the session

This can only be accessed when you go back to the main transcription page.



17:31

Share this session

Enter the viewer's login credentials to generate a QR code

Email

viewer@example.com

Password

Enter password

Expiry (optional)

1 hour 8 hours 24 hours

7 days Custom

Generate QR code

This feature will allow you to share the current ongoing transcription within someone in real time, through a QR code. They can also follow in their own language.

For this to happen you need to be back inside the transcription page (not within settings).

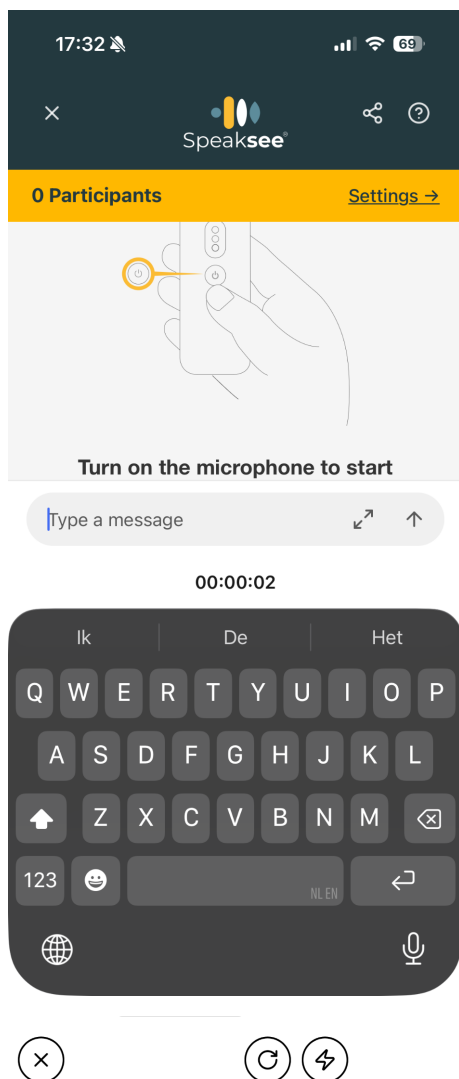
On the top right of the screen there is a share button (three dots). Click on this.

Then you need to enter your account credentials (email and password).

You can also optionally choose the expiry of this QR code. Click on "Generate QR code". The person who then wants to follow the conversation needs to scan the QR code.

Keyboard Function

This can only be accessed when you go back to the main transcription page.



This feature can be found at the bottom of the transcription screen. This feature will allow you to type back your answer. It will also appear real-time back in the chat.

This will allow you to participate more actively in the conversation.

Banner mode:

The line where you can "type your message", you can press full screen. This activates banner mode. Here you can type your message. Your message will now be displayed huge on your screen.

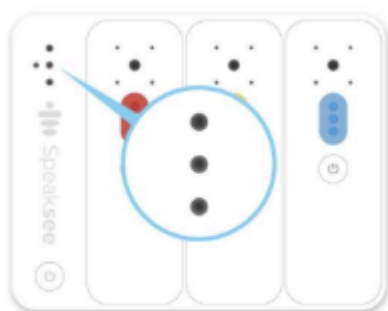
On the top right corner if you press the lightning bolt, your message will also flash in order to get attention.

Hello!

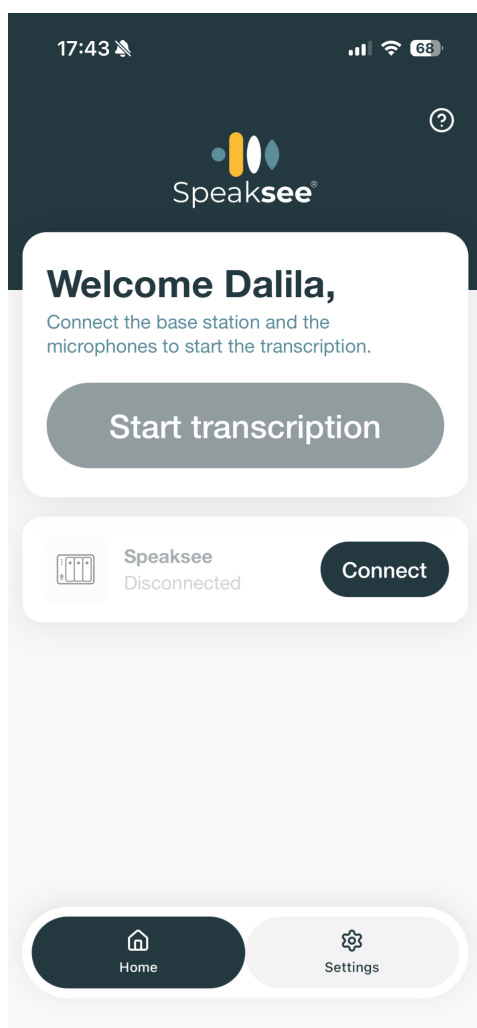
CONNECTING YOUR DEVICE

Bluetooth: Connection via Bluetooth will allow you to only connect the Microphone Kit to your smart device and directly use the internet connection of your smart device. It radically simplifies the way to connect, making it easy to connect everywhere you go.

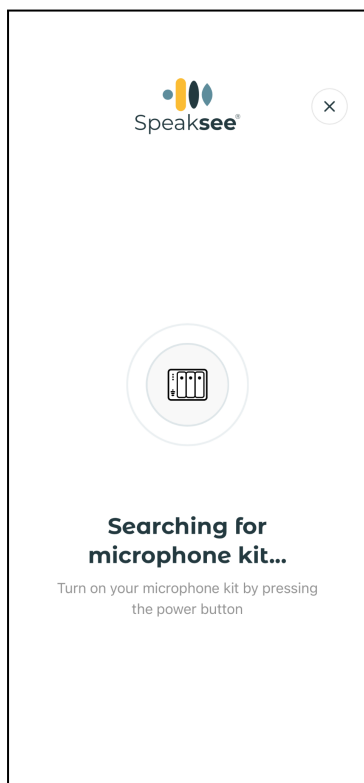
Connect via Bluetooth



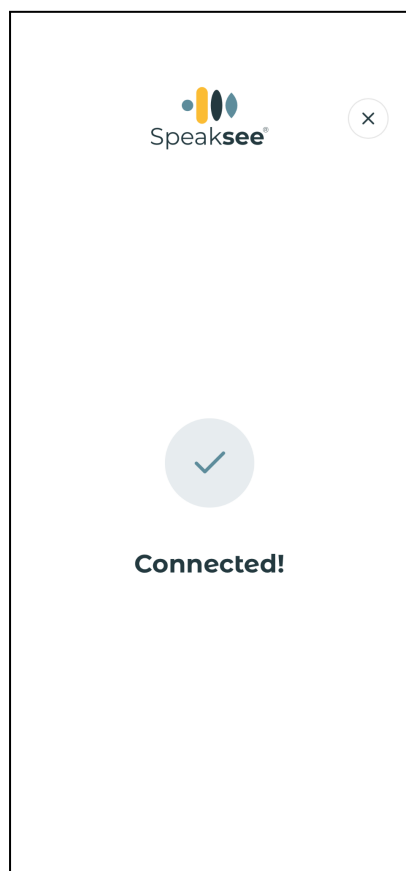
Turn on the Microphone Kit and put it into Bluetooth mode (by double pressing the power button of the base station after turning on).



Press the connect button, to connect your app and Microphone Kit via bluetooth.



The app will then search for the Microphone Kit.



Your Microphone Kit is now successfully paired via Bluetooth.

TROUBLESHOOTING

Legend of base station lights

Consult the chart below for the meaning of the colours and patterns of the base station lights, they are grouped by colour.

	All lights are off	Off.	The base station is off.
	All 3 lights are slowly blinking blue (2 seconds on, 1 second off)	Bluetooth active	The base station is waiting for a Bluetooth (BLE) connection to a smart device (phone or tablet). This mode can be activated via double-click or is automatically triggered if no connections are known / nearby.
   	All 3 lights are steady blue All 3 lights are steady pink (pink/purple) All 3 lights are rapidly blinking pink (300 ms seconds on, 300 ms seconds off) 1 blink of all 3 lights in turquoise (light blue).	Bluetooth connected Firmware update Failed to update Factory reset Initiated	The base station is successfully connected to a smart device (phone or tablet) via Bluetooth. The Microphone Kit is downloading and installing a firmware update. Leave the microphones docked, plug the power cable and wait until the update is finished. When finished, the charging kit reboots automatically. An error occurred in downloading or installing the firmware update. Please ensure a stable connection, leave the microphones docked and plug the power cable. Re-try to receive the update by turning the base station off and back on. If it keeps failing, please contact support@speak-see.com. A factory reset has been manually triggered by holding the power button for 15 seconds while turned off and charging (standby mode).
	All 3 lights are slowly blinking turquoise (2 seconds on, 1 second off).	Resetting to factory settings	Erasing all user data, including: Wi-Fi credentials, logs, paired microphones, speaker names etc.

	1 blink of all 3 lights in green	Turn on initiated	The power button is pressed and the base station is turned on.
	All 3 lights are steady green.	Ready for use The base station is ready to stream audio to the Speaksee cloud service.	The battery is between 70-100%.
	The top light is off. The middle and bottom light are steady green.		The battery is between 40-69%.
	The top and middle light are off. The bottom light is steady green.		The battery is between 15-39%.
	The top and middle light are off. The bottom light is alternating between green and red (3 seconds green, 150 ms red).		Battery will be drained soon, place the microphones back on the base station. The battery is between 10-14%.
	All 3 lights are steady green.	Charging while on The base station is charging (connected to a power supply) and ready to stream audio to the Speaksee cloud service.	The battery is fully charged.
	The top light is blinking green (1 second on, 1 second off). The middle and bottom light are steady green.		Charging the battery between 70-99%.
	The top light is off. The middle light is blinking green (1 second on, 1 second off) and the bottom light is steady green.		Charging the battery between 40-69%.
	The top and middle light are off. The bottom light is blinking green (1 second on, 1 second off).		Charging the battery between 0-39% .

	All 3 lights are rapidly blinking orange (0.3 seconds on, 0.3 seconds off).	Connection lost	The internet connection is lost or there is no communication to the Speaksee cloud. Check your Wi-Fi and turn it off and on again. If it keeps on occurring please contact support@speak-see.com .
---	---	------------------------	---

	All 3 lights are slowly blinking white (2 seconds on, 1 second off).	Booting up	The base station is turning on, connecting to Wi-Fi and checking for updates. This takes about 30 seconds, or longer with multiple Wi-Fi networks.
	All 3 lights are steady white.	Charging while off The base station is charging (connected to a power supply) while being off.	The base station is fully charged.
	The top light is blinking white (1 second on, 1 second off). The middle and bottom light are steady white.		The base station is charging and the battery is between 70-99%.
	The top light is off. The middle light is blinking white (1 second on, 1 second off) and the bottom light is steady white.		The base station is charging and the battery is between 40-69%.
	The top and middle light are off. The bottom light is blinking white (1 second on, 1 second off).		The base station is charging and the battery is between 0-39%
	The top and middle light remain off. 1 shot of the bottom light in red.	Battery empty	The battery is too low to turn on, when clicking the power button the base station remains off / in standby. Please charge for at least 15 minutes.
	The top and middle light are off. The bottom light rapidly blinks in red (0.3 seconds on, 0.3 seconds off).	Battery drained	The base station is turned off. The battery is below 10%.

	All 3 lights are rapidly alternating between red and white (0.3 seconds red, 0.3 seconds white).	Error signal	An error occurred or the base station overheated. Please try to turn it off and on again. If the error keeps occurring please contact support@speak-see.com .
	All 3 lights blink red	Turn off initiated	Full turn off has been manually triggered by holding the power button.

Key of the microphone light

Consult the chart below for the meaning of the colours and patterns of the microphone light, they are grouped by colour.

Status	Description		
Off	The microphone is turned off.		light light is off.
Not paired	The microphone is turned on and waiting to be paired to a base station.		Slowly blinking blue (2 seconds on, 1 second off).
Pairing confirmation	The microphone is successfully paired to a base station by docking it while the base station is on. Make sure a factory reset is performed on the base station beforehand.		One blink in blue.
Updating	The Microphone Kit is downloading and installing an update. Leave the microphones docked until the update is finished, indicated by the base station turning off.		Steady pink (pink/purple).
Failed to update	An error occurred in downloading or installing the update. Please ensure a stable internet connection and leave the microphones docked. If it keeps failing, please contact support@speak-see.com .		Rapidly blinking pink (0.3 seconds on, 0.3 seconds off).

Turned on	The power button is pressed and the microphone is turned on.		One blink in green.
Ready for streaming The microphone is ready to stream audio to the base station.	The battery is between 15-100%.		Steady green.
	Battery will be drained soon, place the microphone back on the base station. The battery is between 10-14%.		Alternating between green and red (3 seconds green, 150 ms red).
Booting-up	The microphone is turned on and connecting to the base station. This takes about 10 seconds.		Slowly blinking green (2 seconds on, 1 second off).
Charging The microphone is charging while being off (in standby).	The microphone is docked on the base station and fully charged.		Off.
	The microphone is charging on the base station and the battery is between 0-99%		Steady white.
Docked	The microphone is successfully docked in a base station and thereby turned to standby.		One blink in white.

No battery	The battery is too low to turn on, when clicking the power button the microphone remains off.		1 shot in red.
Battery drained	The microphone is turned off because the battery is below 10%.		Rapidly blinking red (0.3 seconds on, 0.3 seconds off).
Fatal error	An error occurred or the microphone overheated. Please try to turn it off and on again. If the error keeps occurring please contact support@speakee-see.com .		Rapidly alternating between red and white (0.3 seconds red, 0.3 seconds white).
Turn off	The microphone is turned off.		1 flash in red.
Connection lost	The microphone cannot connect to the base station. Make sure the base station is on and closeby. If it keeps on occurring please contact support@speakee-see.com .		Rapidly blinking orange (0.3 seconds on, 0.3 seconds off).
Initiated factory reset	Factory reset has been manually triggered by holding the power button for 15 seconds while		1 shot in turquoise (light blue).

	turned off.		
Resetting to factory settings	Erasing all user data, including: logs, paired base station etc.		Slowly blinking turquoise (2 seconds on, 1 second off).

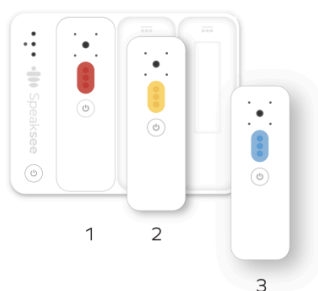
Key of power button operation

Consult the chart below for the meaning of each button interaction you can initiate.

Action	Press	Description		light feedback
Turn on	1 second hold	To turn on the Microphone Kit, hold the power button for 1 second.		The light lights flash green once to confirm turning on.
Turn off	1 second hold	To turn off the Microphone Kit, hold the power button for 1 second NOTE: The microphones automatically switch to standby when placed back in the base station.		The light flashes once in red to confirm turning off
Adding a new connection	Double click	To add a new connection, follow the instructions from the Settings menu., Press the power button 2 times in quick succession while the base station is on. This will activate Bluetooth NOTE: This only applies to the base station.		The light lights slowly start blinking blue.
Factory reset	15 second hold	Make sure the Microphone Kit is off and charging (in standby), then press and hold the power button for at least 15 seconds, until you see the turquoise light		The light lights begin to flash in turquoise.

Reset to factory settings

It is possible to erase all user data and information from the Microphone Kit by performing a reset. Place the microphones in the base station to also erase their data.



You can initiate a factory reset by pressing the base station power button for 15 seconds while turned off and charging (standby mode).

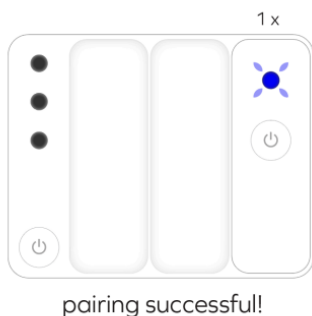
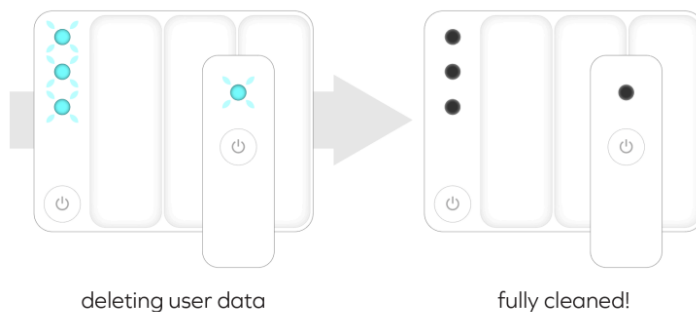
The lights will slowly blink in turquoise. The return to factory settings will only take 15 seconds. After which the device will automatically turn off in standby.

Data on the base station

Wi-Fi network data, logs, information about paired microphones and colours.

Data on the microphones

Logs and paired charging stations.

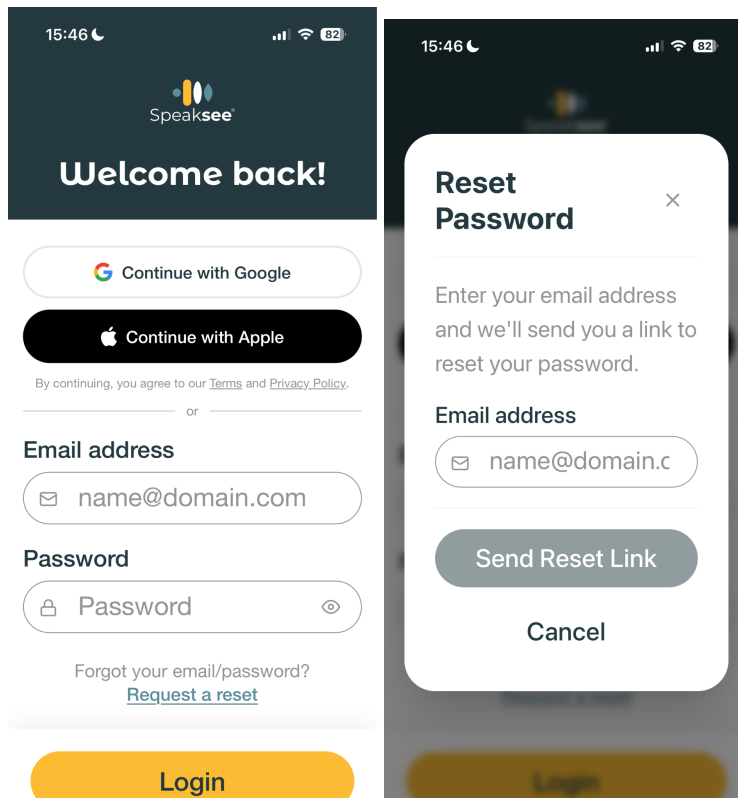


Reconnecting the base station and the microphones

After returning to factory settings, the base station and microphones must be reconnected. The microphones are paired by placing them back in the base station. The microphone light will blink dark blue once to confirm the pairing.

Reset your password

You can request a password reset by clicking on the “Reset password” button in the Speaksee app or navigate to <https://my.speak-see.com/account/password-reset-request>.



Fill in your email and open the link that is in the password reset email you have been sent.

After changing your password, you can now login to the Speaksee app with your new password.

TECHNICAL SPECIFICATIONS

	Base station	Microphones, 3 pieces total
Outputs	USB-C, Audio, Ethernet	-
Buttons	1 x power button	1 x Power button
Sensors	2 x microphone	4 x microphone, with total focused detection angle of 35 degrees.
LED lights	3 x RGB colour LEDs	1 x RGB colour LED
Power Supply	5V, 2A (10W)	-
Battery	1 x 3400 mAH Li-ion	1 x 440 mAH Li-ion

Size	Width: 12.5 cm Height: 9.8 cm Thickness: 2.5 cm
Weight	256 g
Colour	White
In the box	1 x base station, 3 x microphone, 9 x colour puck, 3 x neck cord, 1 x international adapter, 1 x USB-C cable, 1 x carry case & documentation.
Wireless connection	802.11b/g/n (2.4 / 5 GHz) Single Bluetooth Low Energy (BLE)
Requirements	Wi-Fi internet connection Minimum speed: 1.6 Mbps Upload / 1.0 Mbps download Speaksee app on a smart device (phone / tablet) with an iOS or Android operating system and Bluetooth Low Energy.
Certification	The Microphone Kit has been tested by SGS laboratories to meet the safety standards of the EU, UK, US, Canada and Australia. Also has ISO 27001 certificate.
Sustainability	RoHS conform

LEGAL INFORMATION

Terms and conditions of use

Usage of the Microphone Kit requires acceptance of the The terms and conditions of use, which can be found here:

<https://speak-see.com/pages/termsandconditions>

Privacy policy

Please ensure that everybody who uses the Microphone Kit agrees with their (audio)data being processed in accordance with Speaksee's privacy policy, which can be found here: <https://speak-see.com/pages/privacy-policy>

Regulatory information

	EU declaration of conformity Speaksee B.V. declares that this Microphone Kit is in compliance with the essential requirements and other relevant provisions of Directive 2014/53/EU.
	FCC statement <u>15.21</u> : The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment. <u>15.105(b)</u> : This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: • Reorient or relocate the receiving antenna. • Increase the separation between the equipment and receiver.

	• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. • Consult the dealer or an experienced radio/TV technician for help. • <u>RF radiation exposure statement:</u> This equipment complies with FCC and IC RF radiation exposure limits set forth for an uncontrolled environment. The antenna(s) used for this transmitter must be installed and operated to provide a separation distance of at least 20 cm from all persons and must not be collocated or operating in conjunction with any other antenna or transmitter. Installers must ensure that 20cm separation distance will be maintained between the device (excluding its handset) and users. Cet appareil est conforme aux limites d'exposition au rayonnement RF stipulées par la FCC et IC pour une utilisation dans un environnement non contrôlé. Les antennes utilisées pour cet émetteur doivent être installées et doivent fonctionner à au moins 20 cm de distance des utilisateurs et ne doivent pas être placées près d'autres antennes ou émetteurs ou fonctionner avec ceux-ci. Les installateurs doivent s'assurer qu'une distance de 20 cm sépare l'appareil (à l'exception du combiné) des utilisateurs.
	This device complies with Part 15 of the FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Le présent appareil est conforme aux Partie 15 des règlements de la FCC et CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.
	Canadian compliance statement This Class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
	UK compliance representative World Compliance Agency UK Ltd. 71-75 Shelton Street, London, WC2H 9JQ.

	Australia compliant This Microphone Kit complies with EESS (Electrical Equipment Safety System); and ACMA's requirements.
	WEEE label This symbol on the product or its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to the designated collection point for the recycling of the waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.
	SGS energy efficiency This Microphone Kit meets the relevant standards and specifications, as well as performance requirements.

Important advice

Please read this full user manual before using this Microphone Kit.

- **Intended use**
 - This Microphone Kit is intended to assist the deaf and hard of hearing during conversation.
- **Preparation**
 - Remove the protective sticker on each of the Microphones before use.
- **Storage**
 - When not in use, store this Microphone Kit in the carry case provided with it.
- **Transportation**
 - Do not subject this Microphone Kit to mechanical shock, such as dropping it.
- **Maintenance**
 - Only use a soft dry cloth to clean this Microphone Kit.

Safety precautions

Please follow these safety precautions when using the Microphone Kit.

Electric shock and heat

- Do not expose this Microphone Kit or the power supply to water or extreme conditions. Extreme conditions include, but are not limited to: extreme high or low temperatures and low air pressure at high altitudes.
- Take care when handling the power supply to avoid electric shock. Do not twist or crush the cable. Do not use it if the cable or connectors are torn or damaged.
- To charge this Microphone Kit, only use the power supply provided with it. Do not connect to damaged or unsafe power outlets.
- This Microphone Kit may get hot to the touch during use, this is normal.

Pacemakers and Other implanted devices

This Microphone Kit contains magnets and components that emit an electromagnetic field and could interfere with pacemakers or other electronic medical devices. Before use, consult your physician or medical device manufacturer about the required minimum safe distance between this Microphone Kit and your medical device.

Lithium ion battery

The incorporated batteries of the Microphone Kit should not be subjected to the following extreme conditions or user's abuse:

- Replacement of a battery with an incorrect type that can defeat a safeguard.
- Disposal of a battery into fire or a hot oven, or mechanically crushing or cutting of a battery, that can result in an explosion.
- Leaving a battery in an extremely high temperature surrounding environment that can result in an explosion or the leakage of flammable liquid or gas.
- A battery subjected to extremely low air pressure that may result in an explosion or the leakage of flammable liquid or gas.

CONTACT DETAILS

We care about you

Please do not hesitate to contact Speaksee with any questions or feedback. We are always looking to improve our products.

Reach out to us via support@speak-see.com or submit our contact form via: <https://speak-see.com/pages/contact>

The answers to the most frequently asked questions can be found on: speak-see.com/help-center

Social media presence

- Instagram: https://www.instagram.com/speak_see/
- Facebook: <https://www.facebook.com/Speaksee-Benelux>
- LinkedIn: <https://www.linkedin.com/company/speaksee/>
- YouTube: <https://www.youtube.com/channel/UCQvGf%20iasHyUYZ42RhRsDAMg>

Office location

Speaksee, Admiraliteitsstraat 7, A, 3063 EJ Rotterdam, The Netherlands.