Lightspeed, A Learning Company

STANDARD REGISTRATION

FLEXMIKE REGISTRATION (OTHER REGISTERED COMPONENTS IN PLACE)

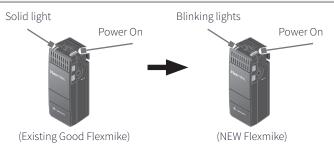
(Particularly valuable when Access Link is not easily accessible)

For users adding a second Flexmike or replacing a lost or malfunctioning Flexmike.

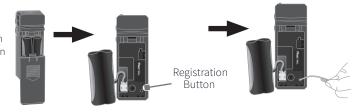
- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Flexmike, make sure the malfunctioning Flexmike is powered off.



- If a second Flexmike, Sharemike or Media Connector is present, power it on and wait until it has a solid blue light ("Ready"). (For the purpose of these instructions, it is assumed that the #1 Flexmike is the functioning Flexmike and we are registering the #2 Flexmike.)
- Power on the new Flexmike. Both microphone 1 and 2 blue lights should start blinking.



- Open the new Flexmike battery compartment and pull the battery out (leaving it plugged in) to reveal the registration button.
- 6. Use another registered functional component (existing Flexmike, Sharemike or Media Connector) to trigger the registration function in Access Link.
 - Using a paperclip with the end straightened out, press and hold the registration button for 3 seconds inside the <u>functioning</u> Flexmike. This triggers registration in the Access Link and the Access Link's 1 and 2 amber lights will begin blinking.

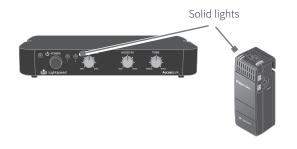


7. Briefly press the registration button on the new or replacement Flexmike. The 1 and 2 blue lights will start blinking alternately.



- After several seconds, the 2 light on the Access Link will turn solid and the 2 light on the Flexmike will remain blinking, then turn solid.
- 9. The registration is complete. You can begin speaking into the new Flexmike to verify there is audio.
- Place system ID number (attached to the Access Link Quickstart Guide) on the new Flexmike.

NOTE: if at any point, the Access Link or Flexmike lights begin blinking rapidly, that indicates a registration error. Turn the new Flexmike off and repeat steps 4-9.







STANDARD REGISTRATION

REPLACING A FLEXMIKE (NO OTHER REGISTERED COMPONENTS IN PLACE)

For users replacing a lost or malfunctioning Flexmike.

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Flexmike, make sure the malfunctioning Flexmike is powered off.
- Power on the new Flexmike. Both microphone 1 and 2 blue lights should start blinking.

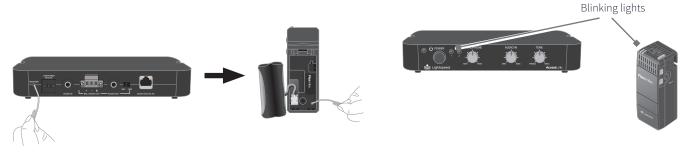




 Open the Flexmike battery compartment and pull the battery out (leaving it plugged in) to reveal the registration button.

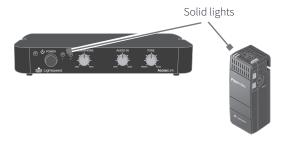


- 5. Using a paperclip with the end straightened out, briefly press the registration button on the back of the Access Link. The 1 and 2 lights will begin blinking on the Access Link.
- 6. Briefly press the registration button on the Flexmike. The 1 and 2 lights will start blinking alternately.



- After several seconds, the #1 light on the Access Link will turn solid and the #1 light on Flexmike will remain blinking, then turn solid.
- 8. The registration is complete. You can begin speaking into the new Flexmike to verify there is audio.
- Place system ID number (attached to Access Link Quickstart Guide) on the new Flexmike.

NOTE: if at any point, the Access Link or Flexmike lights begin blinking rapidly, that indicates a registration error. Turn the new Flexmike off and repeat steps 4-9.





ACCESS LINK REGISTRATION GUIDE STANDARD REGISTRATION

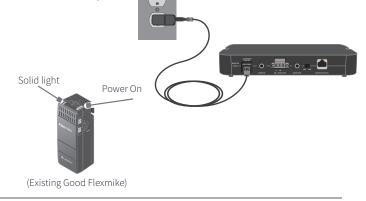


SHAREMIKE REGISTRATION (OTHER REGISTERED COMPONENTS IN PLACE)

(Particularly valuable when Access Link is not easily accessible)

For users adding a Sharemike or replacing a lost or malfunctioning Sharemike.

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Sharemike, make sure the malfunctioning Sharemike is powered off.
- If a Flexmike is present, power it on and wait until it has a solid blue or red light ("Ready").



- Power on the new Sharemike. Both microphone 1 and 2 blue lights should start blinking.
- 5. Slide open the Sharemike battery compartment. The registration button is located below the battery on the left side, marked REG.

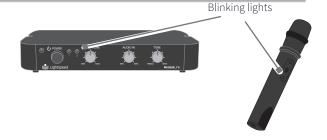


- 6. Use another registered functional component (existing Flexmike, Sharemike, or Media Connector) to trigger the registration function in Access Link.
 - Using a paperclip with the end straightened out, press and hold the registration button inside the registered component for 3 seconds. (For the purpose of these instructions, it is assumed that a Flexmike is the the existing registered component.)



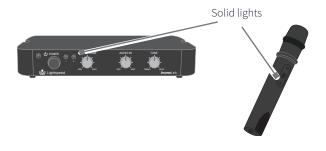
- The 1 and 2 amber lights will begin blinking on the Access Link.
- Briefly press the registration button on the Sharemike. The Sharemike's 1 and 2 lights will start blinking alternately.





- After several seconds, the #2 light on the Access Link will turn solid and only the #2 light on Sharemike will remain blinking, then turn solid.
- 8. The registration is complete. You can begin speaking into the new Sharemike to verify there is audio.
- 9. Place system ID number (attached to the Access Link Quickstart guide) on the new Sharemike.

NOTE: if at any point, the Access Link or Sharemike lights begin blinking rapidly, that indicates a registration error. Turn the new Sharemike off and repeat steps 4-9.







STANDARD REGISTRATION

MEDIA CONNECTOR REGISTRATION (OTHER REGISTERED COMPONENTS IN PLACE)

(Particularly valuable when Access Link is not easily accessible)

For users adding a Media Connector or replacing a lost or malfunctioning Media Connector.

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Media Connector, make sure the malfunctioning Media Connector is unplugged.



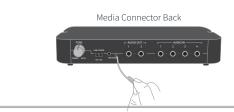
- 3. Plug in the new Media Connector. The blue power light will turn on.
- 4. Locate the registration button on the back panel marked "REGISTER"



- Use another registered functional component (existing Flexmike or Sharemike) to trigger the registration function in Access Link. (For the purpose of these instructions, it is assumed that a Flexmike is the the existing registered component.)
 - Using a paperclip with the end straightened out, press and hold the registration button for 3 seconds inside the registered Flexmike.



- The 1 and 2 amber lights will begin blinking on front of the Access Link.
- 6. Briefly press the registration button on the Media Connector. The REGISTER light will begin blinking.







Media Connector Front

- After several seconds, the #1 light on the Access Link will turn solid. The LINK light on front of the Media Connector will begin blinking, then turn solid.
- The registration is complete. You can now plug any audio source into the Media Connector to verify there is audio.
- Place system ID number (attached to the Access Link Quickstart Guide) on the new Flexmike.

NOTE: if at any point, the Access Link or Media Connector lights begin blinking rapidly, that indicates a registration error. Unplug the Media Connector, then repeat steps 3-8.







STANDARD REGISTRATION

ACTIVATE STATION REGISTRATION (OTHER REGISTERED COMPONENTS IN PLACE)

(Particularly valuable when Access Link is not easily accessible)

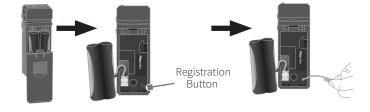
For users adding an Activate or replacing a lost or malfunctioning Activate.

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing an Activate, make sure the malfunctioning Activate is unplugged.
- 3. Plug in the new Activate. The blue power light will turn on.
- 4. Locate the registration button on the back panel marked "Access Reg".



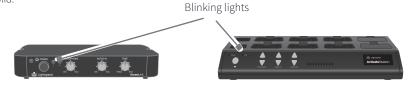


- Use another registered functional component (existing Flexmike or Sharemike) to trigger the registration function in Access Link. (For the purpose of these instructions, it is assumed that a Flexmike is the the existing registered component.)
 - Using a paperclip with the end straightened out, press and hold the registration button inside the registered Flexmike for 3 seconds.



- Briefly press the registration button on the Activate. The REGISTER light will begin blinking.
- After several seconds, the #1 light on the Access Link will turn solid. The LINK light on front of the Activate will begin blinking, then turn solid.





- The registration is complete. You can now plug any audio source into the Activate to verify there is audio.
- Place system ID number (attached to the Access Link Quickstart Guide) on the new Activate.

NOTE: if at any point, the Access Link or Activate lights begin blinking rapidly, that indicates a registration error. Unplug the Activate, then repeat steps 3-8.







ACCESS LINK REGISTRATION GUIDE REGISTRATION USING THE ACTIVATE APP

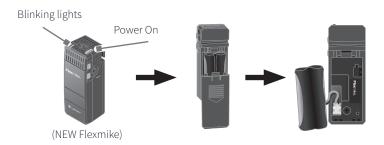
ADDING OR REPLACING A FLEXMIKE

For users adding a Flexmike, or replacing a lost or malfunctioning Flexmike.

- 1. Start with the Access Link plugged in and powered on.
- If replacing a Flexmike, make sure the malfunctioning Flexmike is powered off before you begin the process.



- Power on the new Flexmike. Both microphone 1 and 2 blue lights should be blinking.
- 4. Open the Flexmike battery compartment and pull the battery out (leaving it plugged in) to reveal the registration button.
- 5. On your mobile device, open the Lightspeed Activate app.
 - If replacing a microphone, match the number 1 or 2 of the bad microphone
 - If adding a microphone, the new microphone would be number 2.



- Go to the 'Settings' tab and scroll down to find the 'Register' button and press the button.
- 7. Follow the instructions within the app to register the new Flexmike.
- 8. Tap the Mic 1 button to add/replace the Flexmike.
- 9. When the Flexmike is registered, you will see the Mic 1 icon appear on the screen.



- 10. The registration is complete. You can begin speaking into the Flexmike to verify there is audio.
- 11. Place system ID number (attached to the Access Link Quickstart Guide) on the new Flexmike.

NOTE: if at any point, the Access Link or Flexmike lights begin blinking rapidly, that indicates a registration error. Turn off the Flexmike, then repeat steps 3-8.





ACCESS LINK REGISTRATION GUIDE REGISTRATION USING THE ACTIVATE APP

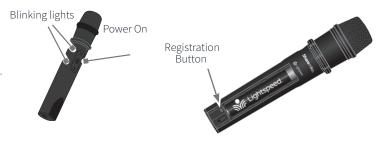
ADDING OR REPLACING A SHAREMIKE

For users adding a Sharemike, or replacing a lost or malfunctioning Sharemike.

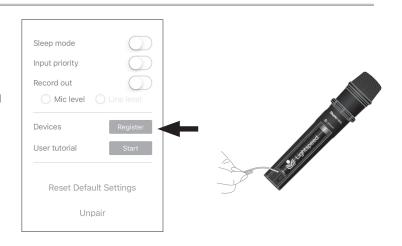
- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Sharemike, make sure the malfunctioning Sharemike is powered off before you begin the process.



- Power on the new Sharemike. Both microphone 1 and 2 blue lights should be blinking.
- 4. Open the Sharemike battery compartment to reveal the registration button.



- 5. On your mobile device, open the Lightspeed Activate app.
- Go to the 'Settings' tab and scroll down to find the 'Register' button and press the button.
- 7. Tap the Mic 2 button to add/replace the Sharemike.
- 8. Follow the instructions within the app to register the new Sharemike.
- 9. When the Sharemike is registered, you will see the Mic 2 icon appear on the screen.



- 10. The registration is complete. You can begin speaking into the Sharemike to verify there is audio.
- 11. Place system ID number (attached to the Access Link Quickstart Guide) on the new Sharemike.

NOTE: if at any point, the Access Link or Sharemike lights begin blinking rapidly, that indicates a registration error. Turn off the Sharemike, then repeat steps 3-7.







ADDING OR REPLACING AN ACTIVATE POD

For users adding a Pod, or replacing a lost or malfunctioning Pod.

- 1. Start with the Access Link plugged in and powered on.
- If replacing a Pod, make sure the malfunctioning Pod is powered off before you begin the process.
- 3. Power on the new Pod. The blue power light should begin blinking.







- 4. On your mobile device, open the Lightspeed Activate app.
- 5. Go to the 'Settings' tab and scroll down to find the 'Register' button and press the button.
- 6. Follow the instructions within the app to register the new Pod.
- When the Pod is registered, you will see the Pod icon change to green on the screen.



- 8. The registration is complete. Using the app, select the new pod and begin speaking into the Flexmike to check for audio.
- 9. Place system ID number (attached to the Access Link Quickstart Guide) on the new Pod.

NOTE: if at any point, the Access Link or Pod lights begin blinking rapidly, that indicates a registration error. Power off the Pod, then repeat steps 3-6.





REMOTE REGISTRATION

ADDING OR REPLACING A REMOTE CONTROL

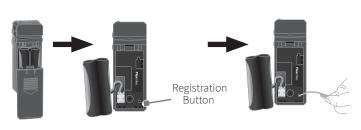
Follow the procedures below if adding or replacing a remote.

(NOTE: once a remote is registered, it can be used to initiate registration of new/replacement pods and microphones)

- 1. Start with the Access Link plugged in and powered on.
- 2. Use the existing Flexmike to register the Remote Control. Ensure that the Flexmike is powered on and linked to the Access Link.



- Open the Flexmike battery compartment and pull the battery out (leaving it plugged in) to reveal the registration button.
- 4. Using a paperclip with the end straightened out, press the registration button hold for 3 seconds inside the Flexmike. The 1 and 2 lights will begin blinking on the Access Link.





- 5. Briefly press the registration button on back of the remote.
- The registration light on the remote will turn on for about 1 second, then turn off. The #2 light on the Access Link will also turn off.
- 7. The registration is complete.
- 8. If there is a second remote, repeat steps 2-5, paying attention to the teacher select switch.
- 9. If desired, you can pair the remote with your Apple iOS device iPhone*, iPad*, or iPod touch*. (See User Manual for device compatibility).
- 10. Visit the App Store to search for and download "Lightspeed Flexcat Remote".
- 11. Once you open the app, you will be prompted to pair with your remote.
- 12. Using a paperclip with the end straighted out, insert it into the "BT" button on the side of the remote. The Mute button will begin blinking to indicate the remote is in pairing mode.
- 13. The app will then prompt you to "Pair" with the remote. Press the pair button to complete the process. the app will take you through a tutorial on how to use the vaious functions.
- 14. When using the app, we recommend always leaving the remote control on the charger when not in use. It must stay powered on and charged in order for the app to work.
- 15. The remote does remain fully operational and can be used in place of the app at any time.



NOTE: If there are two microphones, one remote should be set to Teacher 1, the 2nd to Teacher 2, ensuring the remote label matches the Teacher 1 or Teacher 2 designation.

- 16. Once the remote is registered, you may now use it to initiate registration of additional or replacement pods and microphones.
- 17. Place system ID number (attached to the Access Link Quickstart Guide) on the new Remote Control.

NOTE: if at any point, the Access Link or remote lights begin blinking rapidly, that indicates a registration error. Power off the remote, then repeat steps 4-6.

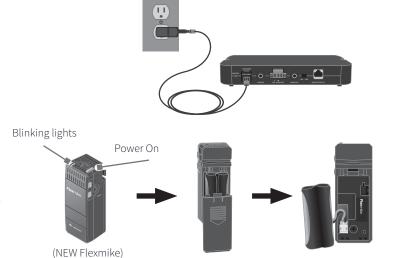


ACCESS LINK REGISTRATION GUIDE REMOTE REGISTRATION FOR FLEXMIKE

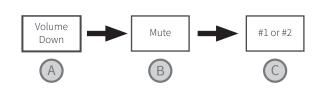


ADDING OR REPLACING A FLEXMIKE USING THE REMOTE

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Flexmike, make sure the malfunctioning Flexmike is powered off.
- 3. Power on the new Flexmike. Both microphone 1 and 2 blue lights should be blinking.
- Open the Flexmike battery compartment and pull the battery out (leaving it plugged in) to reveal the registration button.
- 5. Determine what number microphone you wish to register, 1 or 2:
 - If replacing a microphone, match the number of the bad microphone.
 - If adding a microphone, the new microphone would be number 2.

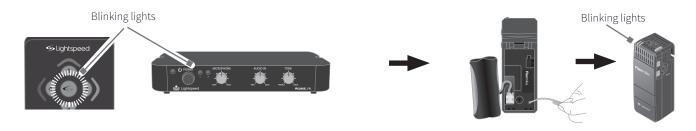


6. On the remote, in rapid succession, press:





- 7. The center button on the remote will begin blinking and the #1 light on the Access Link will begin blinking.
- 8. Using a paperclip with the end straightened out, briefly press the registration button on the Flexmike. The 1 and 2 lights will be blinking alternately.



- 9. After several seconds, the #1 light on the Access Link will turn solid and the Flexmike will have just one light blinking (1 or 2 depending on which microphone is being replaced) and then turn solid.
- 10. The registration is complete. Press the center button on the remote and begin speaking into the Flexmike to verify there is audio.
- 11. Place system ID number (attached to the Access Link Quickstart Guide) on the new Flexmike.

NOTE: if at any point, the Access Link or Flexmike lights begin blinking rapidly, that indicates a registration error. Turn off the Flexmike, then repeat steps 3-8.

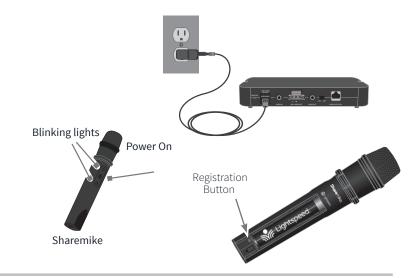


ACCESS LINK REGISTRATION GUIDE REMOTE REGISTRATION FOR SHAREMIKE

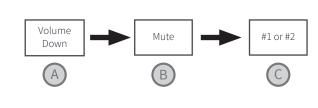


ADDING OR REPLACING A SHAREMIKE USING THE REMOTE

- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a Sharemike, make sure the malfunctioning Sharemike is powered off.
- Power on the new Sharemike. Both microphone 1 and 2 blue lights should be blinking.
- 4. Slide open the Sharemike battery compartment. The registration button is located below the battery on the left side, marked REG.
- 5. Determine what number microphone you wish to register, 1 or 2:
 - Sharemike is typically registered as Mic 2.

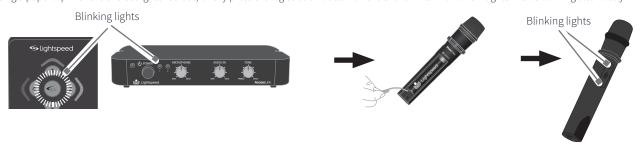


6. On the remote, in rapid succession, press:





- 7. The center button on the remote will begin blinking and the 1 and 2 lights on the Access Link will be blinking alternately.
- 8. Using a paperclip with the end straightened out, briefly press the registration button on the Sharemike. The 1 and 2 lights will be blinking alternately.



- 9. After several seconds, the #2 lights on the Access Link and the Sharemike will blink and then turn solid.
- 10. The registration is complete. Press the center button on the remote and begin speaking into the Sharemike to verify there is audio.
- 11. Place system ID number (attached to the Access Link Quickstart guide) on the new Sharemike.

NOTE: if at any point, the Access Link or Sharemike lights begin blinking rapidly, that indicates registration error. Turn off the Sharemike, then repeat steps 3-8.



ACCESS LINK REGISTRATION GUIDE REMOTE REGISTRATION FOR FLEXCAT PODS



ADDING OR REPLACING A FLEXCAT POD USING THE REMOTE

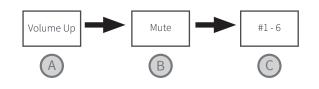
- 1. Start with the Access Link plugged in and powered on.
- 2. If replacing a pod, make sure the malfunctioning unit is powered off.
- 3. Power on the new pod. The blue power light on the top should be blinking.
- 4. Determine what number pod you wish to register #1-6:
 - If replacing a pod, match the number of the bad pod.
 - If adding a pod, choose the next one in succession (for example, choose number 5 if there are already 4 pods in place).





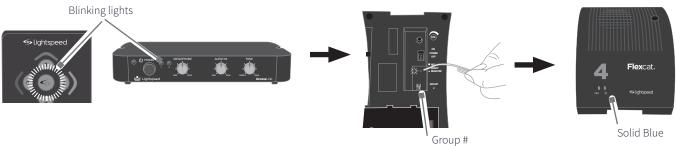


5. On the remote, in rapid succession, press:





- 6. The center button on the remote will begin blinking and the #1 light on the Access Link will begin blinking.
- 7. Using a paperclip with the end straightened out, briefly press the registration button on the bottom of the pod. The registration light will turn on.
- 8. After several seconds, a number will light in the group # display, the green ready light will turn on, and the blinking power light on top will go solid blue.



- 9. The registration is complete. Using the remote, select the new pod and begin speaking into the Flexmike to check for audio.
- 10. Once verified, apply the appropriate pod number sticker on top of the unit for easy identification.
- 11. Place system ID number (attached to the Access Link Quickstart Guide) on the replacement pod.

NOTE: if at any point, the Access Link or speaker pod lights begin blinking rapidly, that indicates a registration error. Turn off the pod, then repeat steps 3-8.



