

Hangouts Meet speakermic Quick Start Guide

1 Connect USB cable

To get started, you need to connect the Hangouts Meet speakermic to a Chromebox. You can connect multiple speakermics together, if needed.

Connect one speakermic

1. Under the speakermic, insert a certified USB 2.0 cable into the micro-USB port. (fig.1)
2. Connect the USB cable to the Chromebox.
3. Wait for the lights on the speakermic to turn white.
4. In Hangouts Meet, make sure **Hangouts Meet speakermic** is selected. (fig.2)

The speakermic is now ready to use with Hangouts Meet.

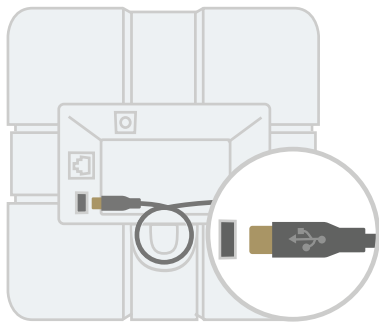


fig.1

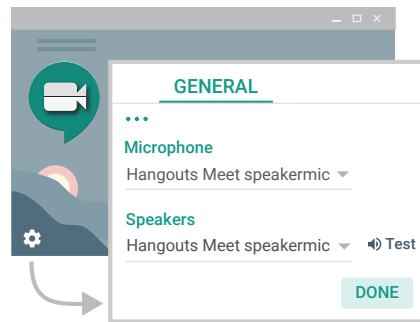


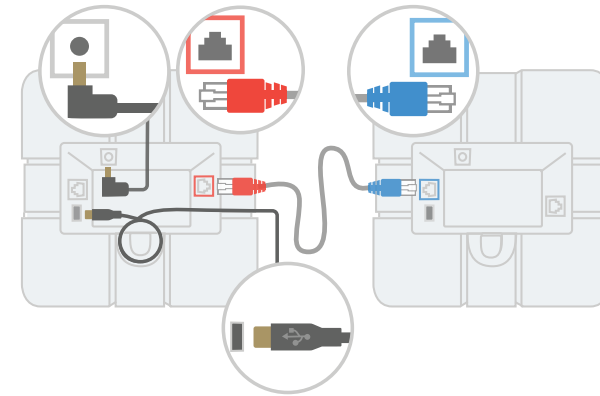
fig.2

Note: If the Hangouts Meet speakermic firmware is out of date, an automatic update might start when the device is connected. If so, you will see the yellow lights flashing. You should allow up to 2 minutes for the upgrade to finish.



Connect multiple speakermics


1. Connect one speakermic to a power outlet using the power adapter.
2. On one speakermic, insert the network cable into the **Next** network port.
3. On a second speakermic, insert the other end of the cable into the **Previous** network port. (Up to 5 speakermics can be connected this way.)
For the best audio quality, we recommend speakermics are less than 4.9 feet (1.5m) away from each meeting participant and less than 6.5 feet (2m) from each additional speakermic.
4. On one of the speakermics, insert the USB cable into the micro-USB port and connect it to the Chromebox.





5. Wait for the lights on each speakermic to turn white.
6. In Hangouts Meet, make sure **Hangouts Meet speakermic** is selected.


The devices are now ready to use with Hangouts Meet.






2 Manage video meetings

To join a meeting, press Join call .

To end a meeting, press End call .

To change the volume, press Volume down  or Volume up .

To mute the microphone, press Mute microphone .

Light indicator	Device status
 Yellow	Power on, not connected
 White	Connected, not in a meeting
 Green	In a video meeting
 Red	Microphone muted
 Yellow (flashing)	Firmware upgrade in progress