

Google Meet speakermic Quick Start Guide

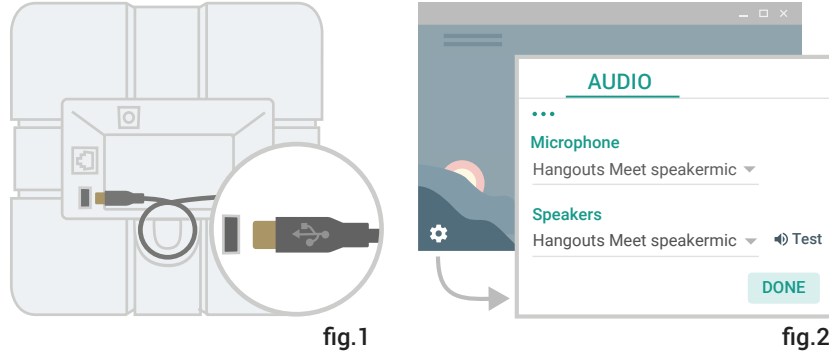
1 Connect USB cable

To get started, you need to connect the Google Meet hardware 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 Google Meet, make sure **Hangouts Meet speakermic** is selected. (fig.2)

The speakermic is now ready to use with Google Meet.

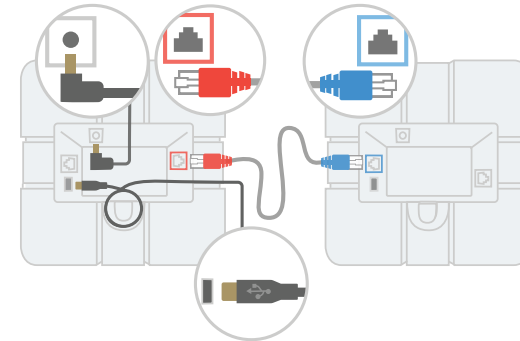


Note: If the Google Meet speakermic firmware is out of date, an automatic update might start when the device is connected. If so, you will see the yellow lights flashing. You should allow up to 2 minutes for the upgrade to finish.



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 Google Meet, make sure **Hangouts Meet speakermic** is selected.
- The devices are now ready to use with Google 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