

# User Manual

## Speaksee Microphone Kit



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# Parts overview

## In the box of the Microphone Kit

In the Speaksee Microphone Kit you will find the following parts and accessories:

- 1 x charging dock
- 3 x Speaksee microphones
- 9 x colour pucks
- 3 x neck straps
- 1 x international adaptor
- 1 x USB-C cable
- 1 x carry case

The packaging also includes the following printed documentation:

- Quickstart Card
- User Guide
- Legal Information Card

## Charging dock

### 1. Audio jack port

Connect your hearing aid streaming device, headphones or earphones to directly receive the audio picked-up by the Speaksee Microphone Kit.

### 2. USB-C charge port

Use this port to charge your Microphone Kit.

### 3. Ethernet port

In addition to the wifi connection, you can connect cable internet. Ethernet priority is higher than wifi, to ensure a speedy and stable connection.

### 4. LED Lights

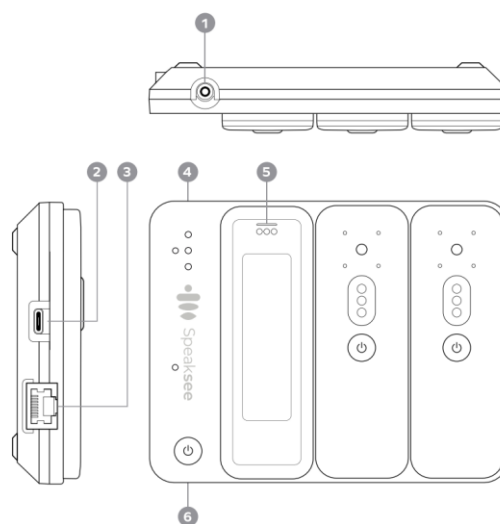
To indicate the charging dock status.

### 5. Charging pins

These connect the microphones to the dock to charge them.

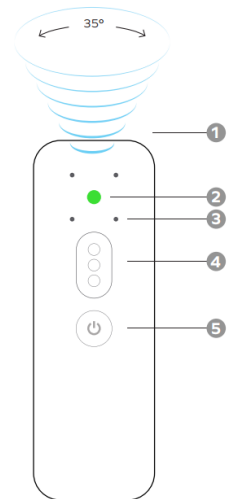
### 6. Power button

Press this to turn on the Speaksee dock. Then turn on the microphones separately.



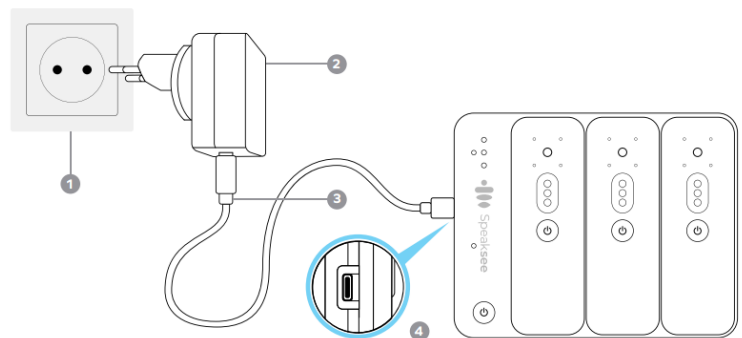
# Speaksee Microphones

- 1. Focused speech detection**  
To pick up the voice of the person wearing it.
- 2. LED light**  
Indicating the microphone status.
- 3. Microphone receivers**  
To listen and transcribe what is being said in real-time
- 4. Colour puck**  
Indicating the transcription colour of the speaker wearing the microphone.
- 5. Power button**  
After switching on the charging dock, switch on the microphones by pressing this power button.



## Accessories for charging

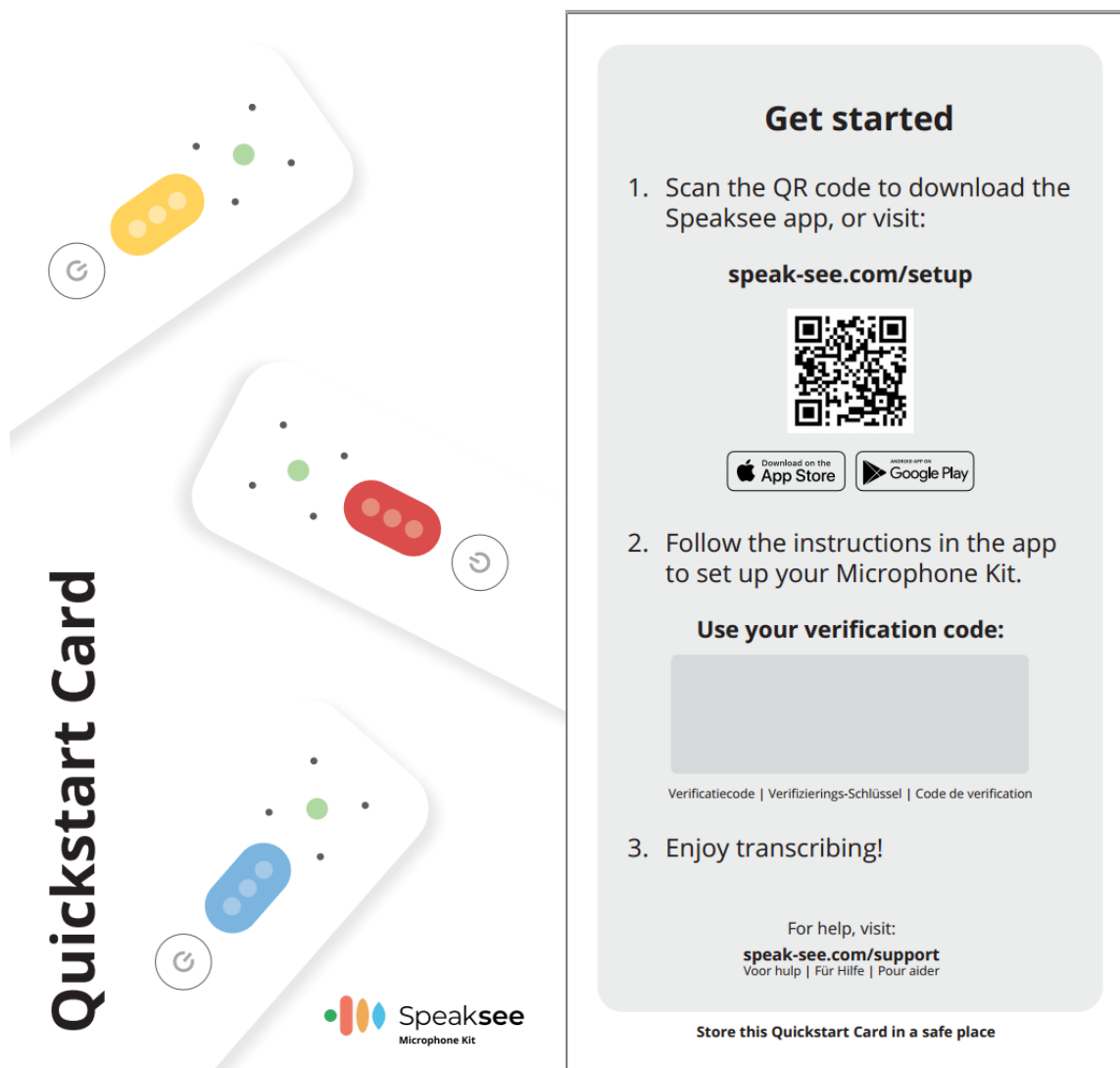
- 1. Power outlet**  
Will look different depending on the country you are in.
- 2. International adaptor**  
Change the adaptor head to suit your power outlet.
- 3. USB-C cable**  
To connect the adaptor to the charging dock.
- 4. USB-C port**  
Plug the USB-C cable into this port of the charging dock.



# Installation

## Follow the steps of the Quickstart Card

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



[2021 production run]

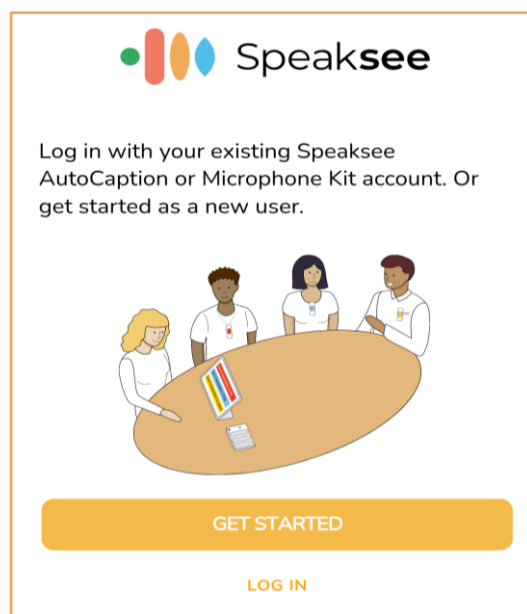
Follow these 3 steps and use the Verification code to onboard your device:

1. Scan the QR code as shown on the Quickstart Card to download the Speaksee app or visit: **[speak-see.com/setup](\"http://speak-see.com/setup\")**
2. Follow the instructions in the app to set-up your Microphone kit. You will be prompted to use your verification code as printed on your Quickstart Card.
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 "Get started" button. Do you already have an account? Then you can press "Login". Continue with step 3. Do you already have an account for Speaksee AutoCaption? Then you can login with the same credentials.



### GET STARTED

First name

Last name

Email

Transcription language

Password

Confirm password

By clicking "Register", you agree to our

[Terms and Conditions](#)

REGISTER

LOG IN

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

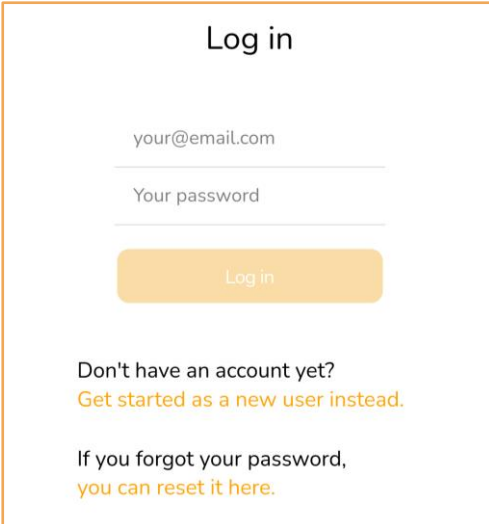
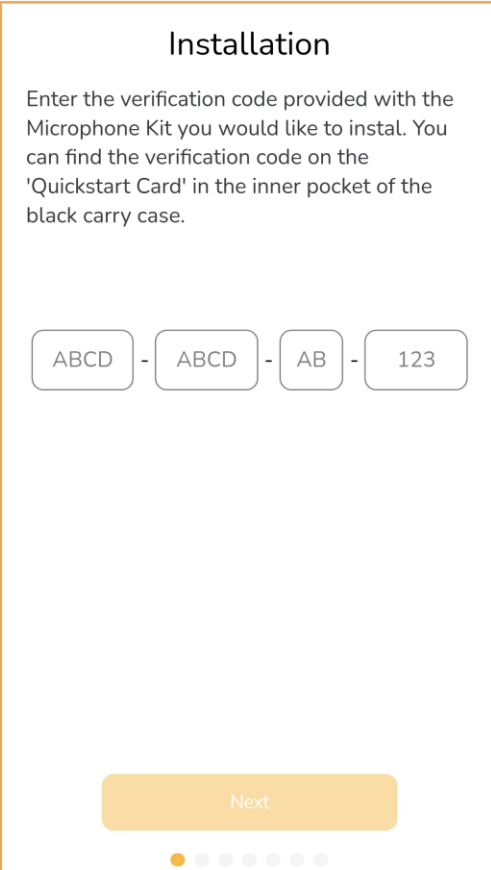
For the transcription language, you can select the language of the audio that the Microphones are receiving. Later on we will add a language switcher inside the application.

Choose your own password to be able to login to your Speaksee account, this is **NOT** the unique verification code on your quick start card. Your password needs to pass the following requirements:

- Minimum of 10 characters
- One capital letter
- One number
- One special character

## 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.

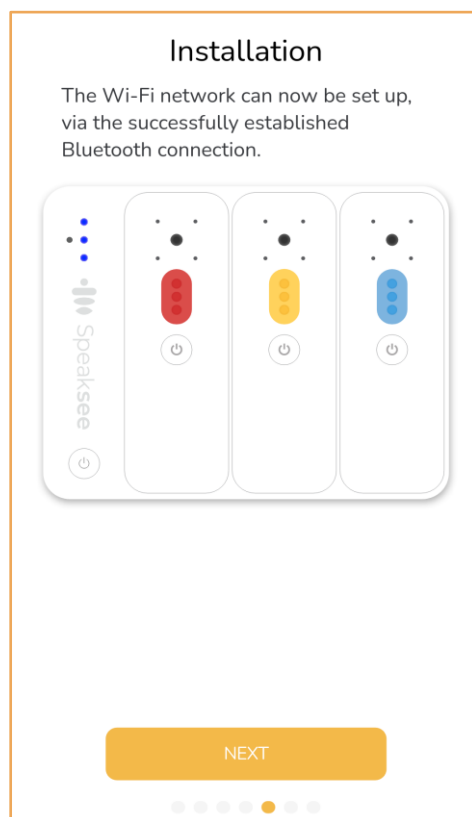
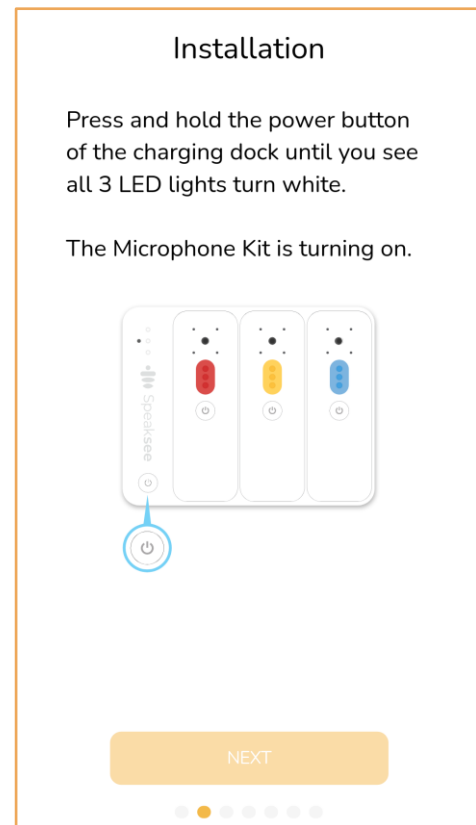
A login screen with a white background and an orange border. At the top, the text "Log in" is centered. Below it, there are two input fields: the first contains the placeholder text "your@email.com" and the second contains "Your password". Below the password field is an orange button with the text "Log in". At the bottom, there is a link that says "Don't have an account yet? Get started as a new user instead." and another link that says "If you forgot your password, you can reset it here."An installation screen with a white background and an orange border. At the top, the text "Installation" is centered. Below it, there is a paragraph of text: "Enter the verification code provided with the Microphone Kit you would like to instal. You can find the verification code on the 'Quickstart Card' in the inner pocket of the black carry case." Below the text, there are four input fields containing the characters "ABCD", "ABCD", "AB", and "123", separated by hyphens. At the bottom, there is an orange button with the text "Next". Below the button, there is a progress indicator consisting of a row of seven dots, with the first dot being orange and the others being grey.

## 3) Verifying your Microphone Kit

Fill in the unique verification code delivered with your Speaksee Microphone Kit. You can find the verification code on the Quickstart Card in the inner pocket of your Speaksee carry case.

#### 4) Turning on the Microphone Kit

Press the power button to turn the Microphone Kit on. You will see that all 3 LED lights turn white and start blinking. If the Microphone Kit is turned on successfully, you can press "Next".

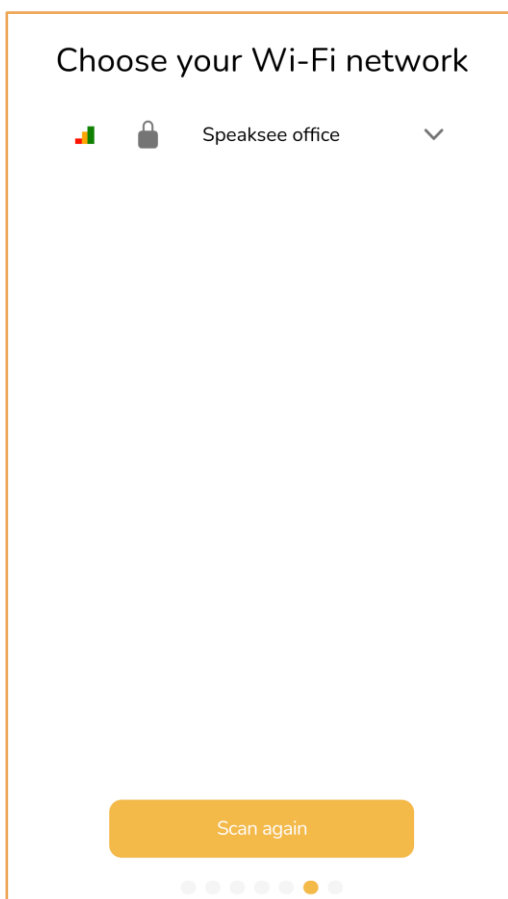
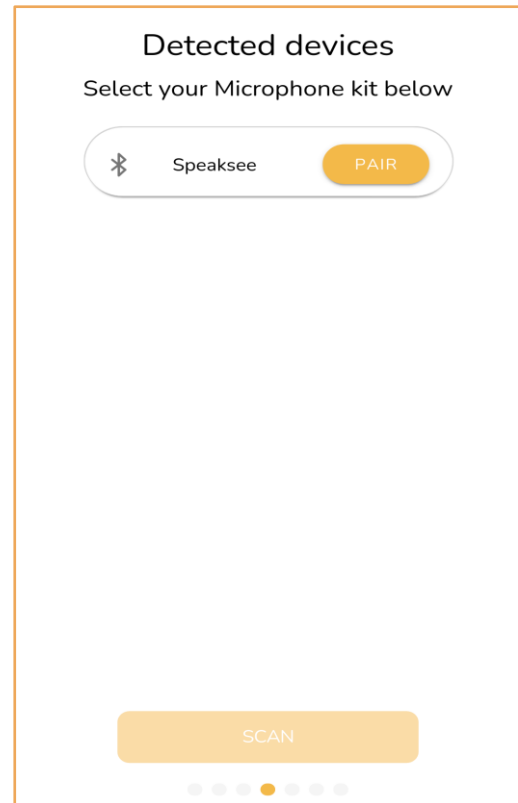


#### 5) Connecting via Bluetooth

To be able to connect the Speaksee Kit to your smartphone, you need to turn on your Bluetooth. **Please note: Android users also need to turn on their location.** Wait for the 3 LED's to turn steady blue, this means you have successfully established a bluetooth connection. You can now press "Next".

## 6) Pairing the Microphone Kit with your Phone

The app is scanning to set up a connection between your phone and the Microphone Kit. Once the Microphone Kit under the name Speaksee is found, you can press "Pair". You will now be able to connect a Wi-Fi network on the next page.

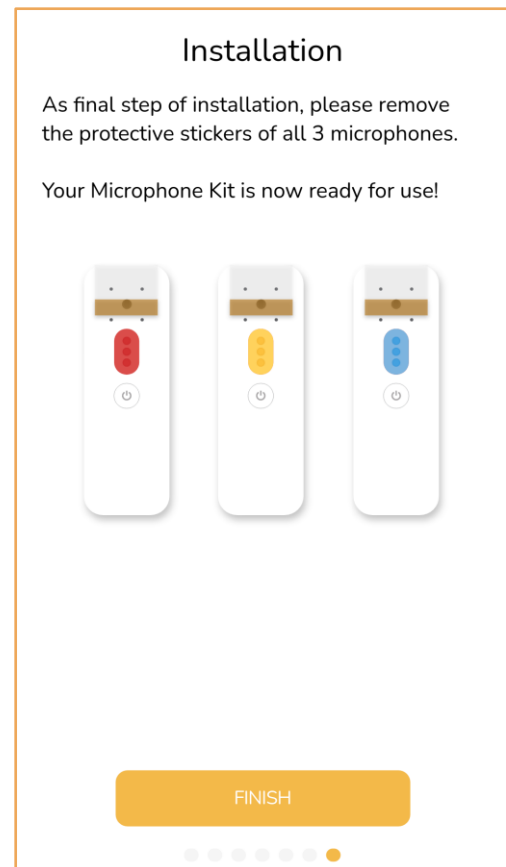


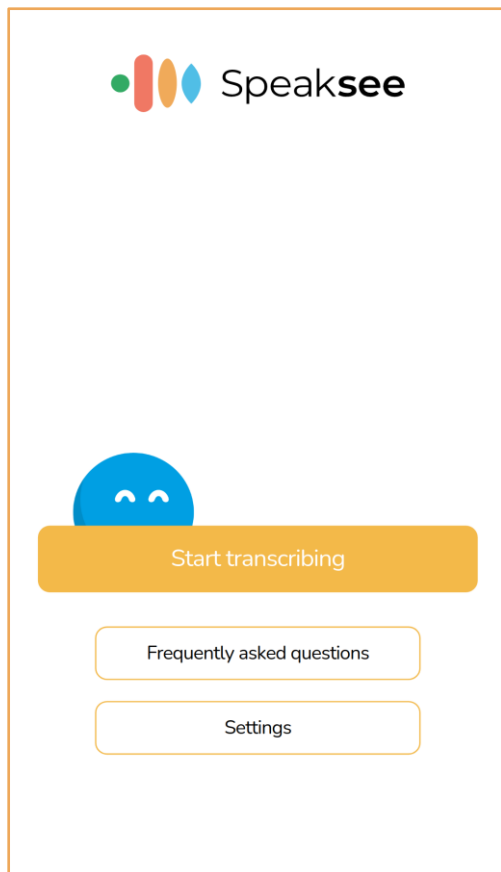
## 7) Setting up Wi-Fi

Select the Wi-Fi network you would like to connect to the Speaksee Microphone Kit. Fill in the correct Wi-Fi credentials and press "Connect". Is the app unable to find your desired network? Please press "Scan again". If the app is still unable to find your network after 3 tries, please contact our support team.

## 8) Removing the protective stickers

Please remove all 3 protective stickers from your Microphones before you start using your Microphone Kit. Once this is done, you can press "Finish". You have now successfully installed your Microphone Kit!





## 9. Ready for use

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

## Regular use

### Turn on the Microphone Kit

Press the power button on the dock. Once the 3 LED's are steady green, the Microphone Kit is ready for usage. You can now take out the Microphones.

### Turn on the Microphones

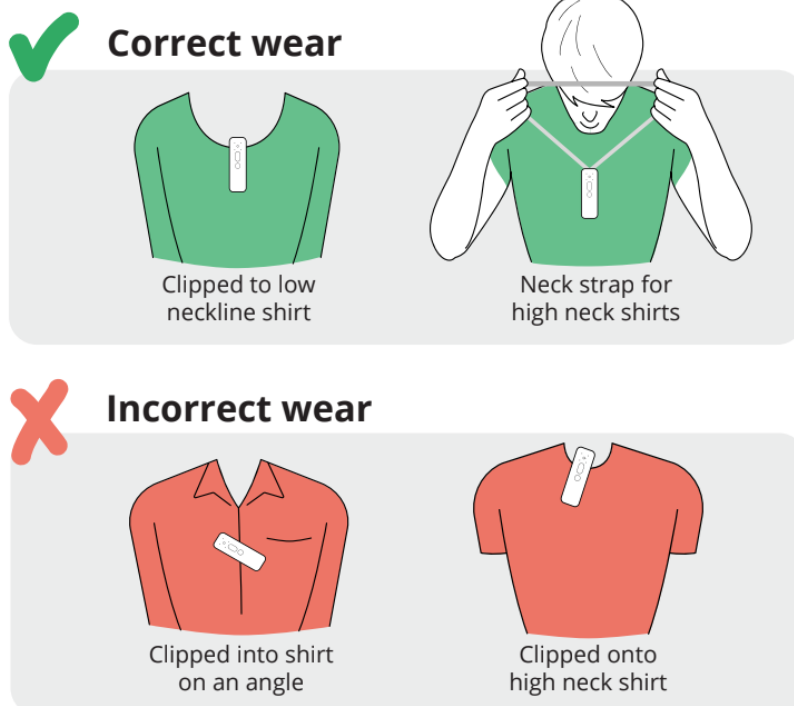
Press and hold the power button on the Microphone for 1 second. Once the Microphone LED is steady green, the Microphone is ready for usage. You can now hand out the Microphone to each speaker.

### Wear the Microphones

Each speaker should wear their own microphone to be able to transcribe a conversation accurately. To pick up the voice of the person wearing it, it is important that the microphone points upwards towards the mouth of the speaker.

#### Clip or neck strap

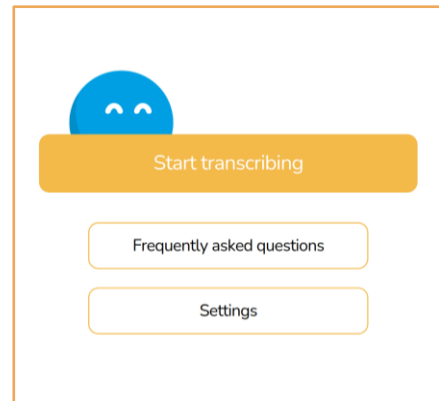
Use the clip for shirts that have a top pocket or a low neckline. For all other clothing, attach the neck strap to the microphone.



## Transcribe conversations

Once the Microphone Kit is turned on you can press the “Start transcribing” button in the app. You can then select the Microphone Kit in the popup. Every speaker can now start talking and the transcripts will appear in the app.

For transcriptions via the web browser, navigate to [frontend.speaksee.ai](https://frontend.speaksee.ai). Login with your Speaksee account and select the Microphone Kit you would like to use. Every speaker can now start talking and the transcripts will appear in the app.



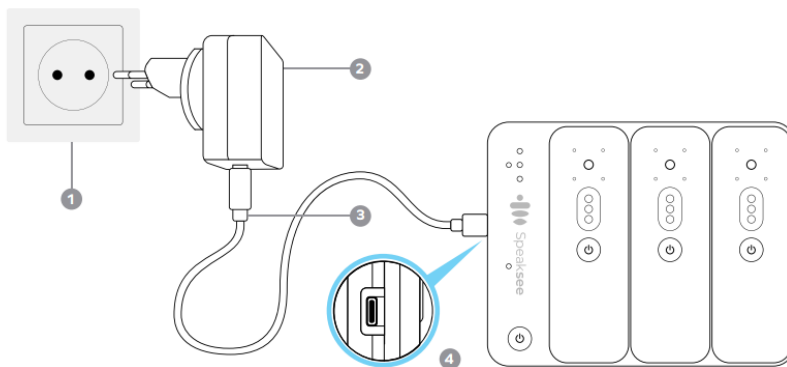
## Turn off the Microphone Kit

When you are done using the Microphone Kit, you can place the microphones back into the dock. The Microphones will then turn off automatically. Hold the power button on the dock for 1 second to turn it off. If the dock is not plugged into the charger, all LED lights should turn off.

## Charge the Microphone Kit

### How to charge

To charge your Microphone Kit, only use the power supply provided with it.



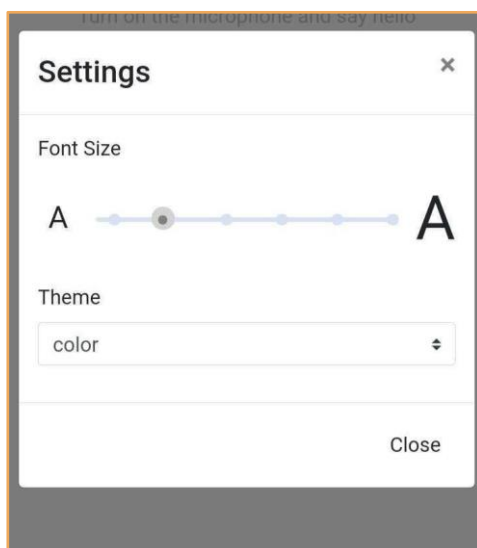
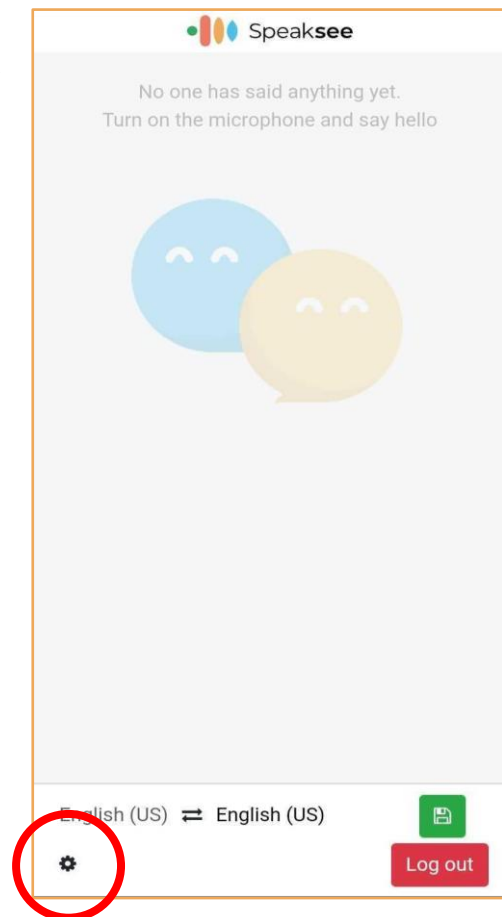
The microphones will charge automatically when they are placed back in the dock. The microphones will not charge when the battery level of the dock is too low. You can see if the microphone is charging when the LED on the microphone is blinking white every second.

# Adjusting settings

## Customise transcription view

### Font size & colour theme

Press the settings wheel icon in the bottom left corner of the screen. This will open the settings menu to be able to adjust the settings

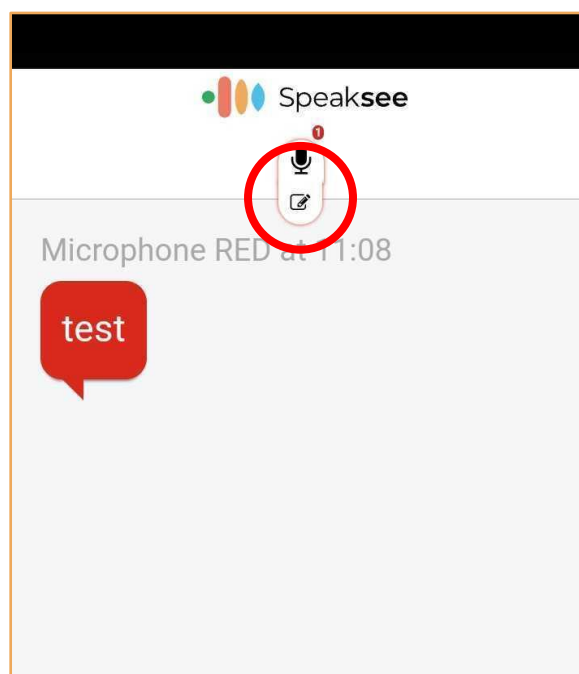
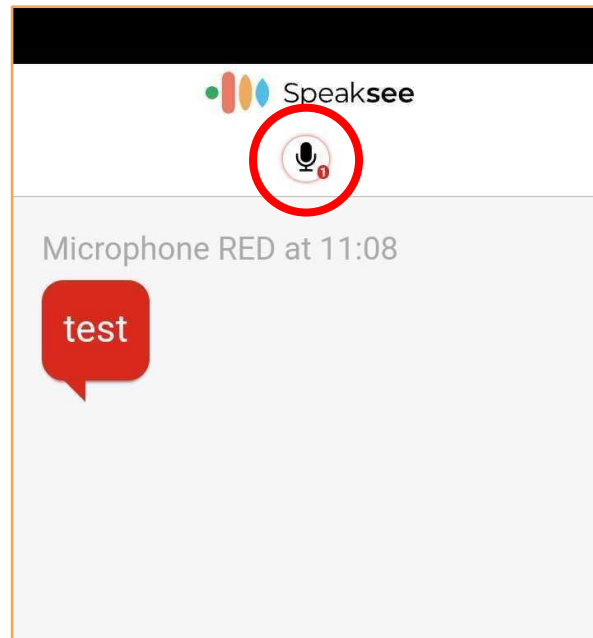


Drag the font size bar to the left or right to be able to make the text of the transcripts smaller or bigger.

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

## Microphone name

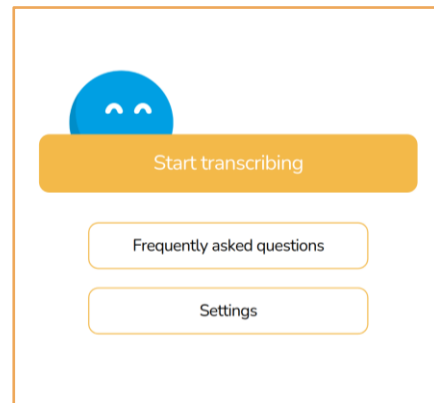
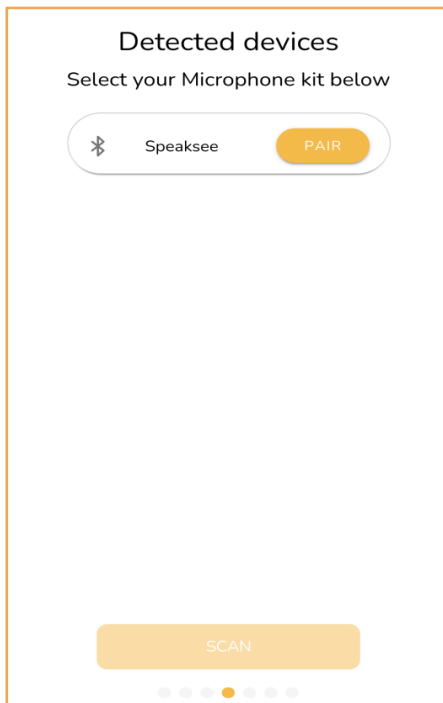
You can give your own names to speakers (microphones) by pressing on the Microphone icon at the top of your screen.



You can now press the pencil icon under the microphone icon. This will open a pop-up where you can enter the name of the person wearing the microphone.

## Adding additional Wi-Fi networks

Press the settings button in the menu of the Speaksee app and then press "Add additional Wi-Fi networks". **First turn on the dock by pressing the on-button on the dock for 2 seconds. The 3 LED lights will start blinking white. After that, shortly press the on-button twice in a row. Now you will see 3 blinking blue LED lights on the Dock.**



The app is scanning to set up a connection between your phone and the Microphone Kit. Once the Microphone Kit under the name Speaksee is found, you can press "Pair". You will now be able to connect a Wi-Fi network on the next page.

Select the Wi-Fi network you would like to connect to the Speaksee Microphone Kit. Fill in the correct Wi-Fi credentials and press "Connect". Is the app unable to find your desired network? Please press "Scan again". If the app is still unable to find your network after 3 tries, please contact our support team.

Once the Wi-Fi connection is successful, the 3 LED's on the charging dock will be steady green and you can now use your Microphone Kit on the new Wi-Fi network.



# Advanced features

## Using a mobile hotspot

If you want to use your Speaksee Microphone Kit outside, you need an internet connection to be able to use it. You can create a mobile hotspot on your phone to create an internet connection for the Speaksee Microphone Kit. Below you can find the instructions on how to turn on a mobile hotspot for Android and iOS smartphones.

### Android

#### From your Android Smartphone's Quick Settings

Swipe down from the top of the screen to view notifications. Swipe down again to see quick settings. Tap Mobile hotspot to enable. If the Hotspot shortcut isn't already there, tap Edit, then long-press on Hotspot and drag it to the grid of tiles.

To turn on Wi-Fi hotspot on your Android smartphone or device as a hotspot, see instructions corresponding to the brand of your device:

### Samsung

Navigate to Connections > Mobile Hotspot and Tethering > Mobile Hotspot and toggle it on. A pop-up window will appear, where you can find the Wi-Fi password for devices that want to connect.

### Motorola

Navigate to Settings > Network & internet > Hotspot & tethering. Here, you can select to share a connection via Wi-Fi, USB, or Bluetooth.

For a Wi-Fi connection, tap Wi-Fi hotspot and toggle it on. The hotspot name will be displayed on this screen. Tap Advanced > Hotspot password for the password.

### Google Pixel

Pull down from the top of the screen and navigate to Settings > Network & Internet > Hotspot & Tethering > Wi-Fi Hotspot, and toggle the switch to on. The hotspot name and password will then be visible.

### Huawei

Navigate to Settings > Wireless & networks > Tethering & portable hotspot > Portable Wi-Fi hotspot. Choose Configure Wi-Fi hotspot to set a name, security setting, and password for your hotspot, then tap Save.

### iOS

To set up a personal hotspot on your iPhone or iPad (Wi-Fi + Cellular), go to Settings > Personal Hotspot > Allow Others to Join and toggle it on (if you don't see Personal Hotspot in Settings, tap Cellular > Personal Hotspot). Make note of the Wi-Fi password.

## Contact details

If you would like to get in contact with us feel free to reach out to us via [support@speak-see.com](mailto:support@speak-see.com) or submit our contact form via: <https://speak-see.com/pages/contact>

Do you have any questions? View our FAQ here: <https://speak-see.com/apps/help-center>

Instagram: [https://www.instagram.com/speak\\_see/](https://www.instagram.com/speak_see/)

Facebook: <https://www.facebook.com/Speaksee>

Twitter: [https://www.twitter.com/speak\\_see](https://www.twitter.com/speak_see)

LinkedIn: <https://www.linkedin.com/company/speaksee/>

YouTube: <https://www.youtube.com/channel/UCQvGf%20iasHyUYZ42RhRsDAMg>

Speaksee

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