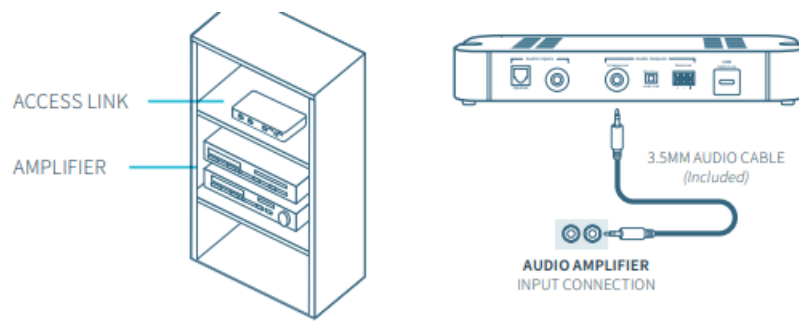# Lightspeed Access Link User Guide

Contents

Lightspeed Access Link

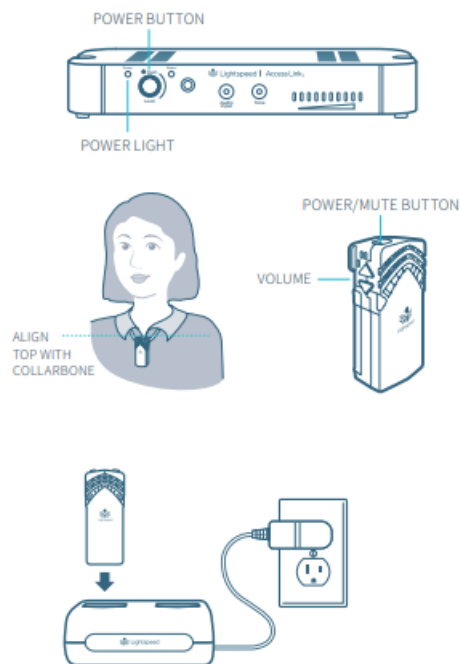## Quick Start Guide

SET UP AND DAILY OPERATION INSTRUCTIONS

DETERMINE SET-UP LOCATION AND PLUG IN POWER SUPPLY

1. The Access Link box is typically located near the classroom audio amplifier.
2. Plug one end of the included 3.5mm cable into the AUDIO OUTPUT connection on the Access Link. Plug the other end into an audio input connection on the amplifier.

POWER ON ACCESS LINK

1. Press Access Link power button to power on. When powered on, the white LED will glow.
2. Place the microphone around your neck so it is aligned with your collarbone.
3. Press the power/mute button. The teacher status will turn blue when the mic is active.
4. Microphone volume may be adjusted at the microphone by using the UP/DOWN buttons on the side of the Flexmike.
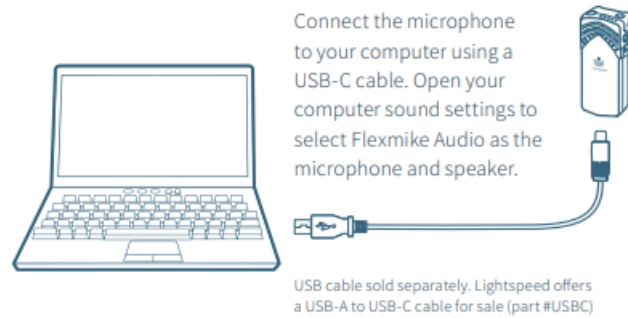

CHARGE FLEXMIKE NIGHTLY
Place the microphone into the cradle charger. The power status light will glow red when it is charging. When charging is complete, the power status light will glow green. It takes 5-6 hours to fully charge the microphone battery.

USING A WIRELESS AUDIO LINK
You can connect your 2nd (or 3rd) microphone to your computer's USB port to enable a wireless 2-way audio link.

Connect the microphone
to your computer using a
USB-C cable. Open your
computer sound settings to
select Flexmike Audio as the
microphone and speaker.

USB cable sold separately. Lightspeed offers
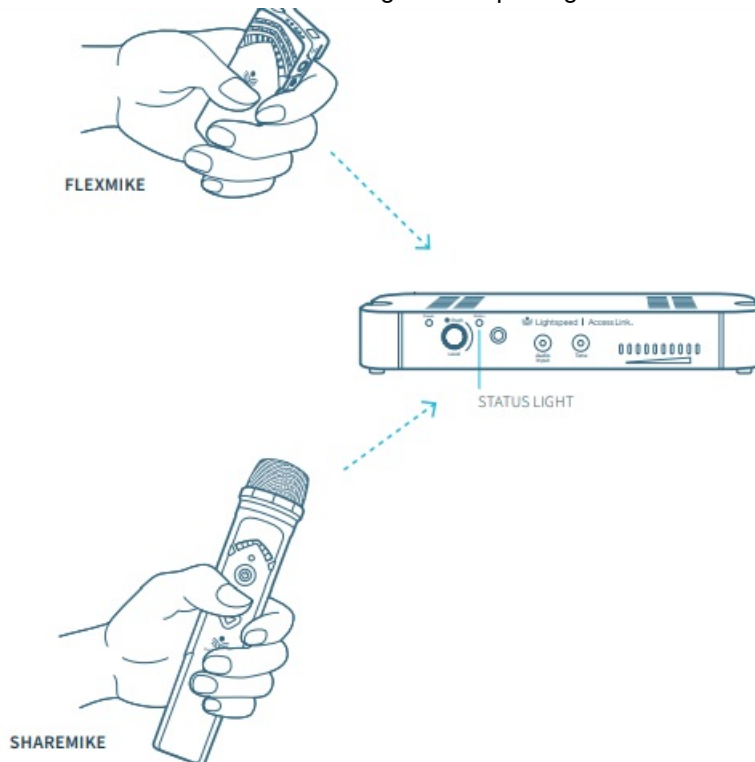a USB-A to USB-C cable for sale (part #USBC)

Send audio FROM the computer to the Access Link to ensure all audio from the computer (videos, video conferencing, audiobooks, music, etc) can be played through the Lightspeed Access Link system and speakers. Send audio TO the computer from the Access Link to ensure the teacher's Flexmike and any student microphones are clearly picked up by a video conferencing solution.

PAIRING MICROPHONES TO ACCESS LINK

Your system is shipped with microphones and base units pre-paired for quick and easy use. If you ever need to pair new components, follow this pairing process:

PLEASE NOTE: Microphones should be out of the charger while pairing.

FLEXMIKE

STATUS LIGHT

SHAREMIKE

Point ICROPHONES AT ACCESS LINK

From a powered off state, point the IR transmitter lens toward the base unit
(for Sharemike, the transmitter lens is located on the back of the microphone).

POWER   IR TRANSMITTER   MIC 1   MIC 2

MIC 1   MIC 2   POWER

BACK   FRONT

PRESS AND HOLD POWER BUTTON

Press and hold the power button for
5 seconds until the Mic 1 and Mic 2 lights start flashing, then release the button and let the pairing process finish.

CONFIRM STATUS

The status light on Access Link will light up indicating the pairing process is complete. The Mic 1 or Mic 2 light on the microphone will stay illuminated.

If the microphone is out of range, it will automatically shut off after 30 minutes of trying to reconnect. Once you are back in the classroom, or in range, simply press and hold the power button on the microphone to power it up.

Documents / Resources

Lightspeed Access Link [pdf] User Guide
Access Link, Access, Link

References

- 〰 **Lightspeed Instructional Audio Solutions**
- 〰 **Access Link User Manual (ALN) | Lightspeed Instructional Audio Solutions**