LOFT BT120: Conference Microphone and Speaker
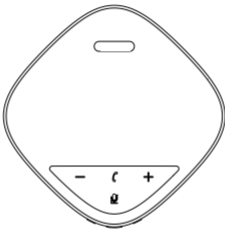
Speakerphone User Manual

Contents

User Manual

Important Information

This manual contains the precautions and the product usage. Please read and understand all the instructions before using the device. The damage caused by failure to follow the instructions is not covered by the warranty. Please keep this manual properly.

Safety Warnings and Precautions

- This device is not waterproof, please keep it dry; if this product is immersed in water, please shut down immediately and contact LOFT before using it again.
- Never place this device and accessories near flames or other heat sources.
- This device should be turned off and unplugged before lightning storms.

Before connecting this device to an electrical outlet, please make sure that the power supply voltage matches the voltage value printed on the back or bottom of the product. Never connect the product to an electrical outlet when the voltage is different.

Never place this device or any objects on a power cord or other electronic devices.

If this product is transported at a temperature below 5℃, please unpack the product and wait until the temperature reaches room temperature before connecting it to a power outlet.

Overheating Prevention

Never install this device in an enclosed space. Always leave at least 4 inches of space around the product for ventilation.

Choking Hazard

This device and accessories may contain some small parts, please keep them out of the reach of children.

Device Care

Clean this device only with microfiber cleaning cloths.

This device applies recyclable high-performance materials and components. Never dispose of this product with other household wastes. Please understand the local regulations on the sorting collection of electronic, electrical products and batteries.

Proper disposal of these products helps to avoid potential negative effects on the environment andhealth.

Maintenance & Servicing

Please contact professional service personnel for all repair services;

Please do not insert any sharp objects into the device;

Please do not drop the device to avoid damaging it.

Intellectual property right statement: The hardware design and software of this product are covered by the patents. Anyone who reproduces this product or the content of the instruction without the authorization of the Company shall assume legal liabilities.

This manual is for reference only, and the actual function of the final product is subject to the actual function of the product received by the customer.

The picture is for reference only, please refer to the actual product. The company reserves the right to improve and change the appearance and design of the product without notice.

Product Appearance
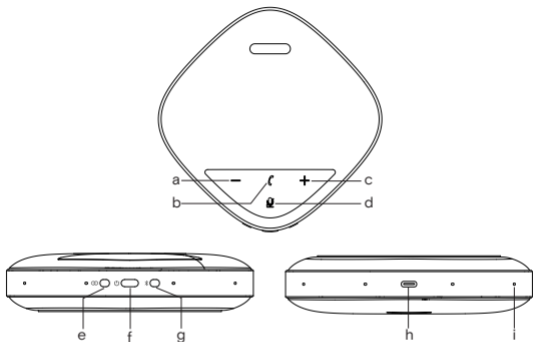
a. Volume down button

f. Power button

b. Answer/hang up button

g. Bluetooth button

c. Volume up button

h. USB Type-C port

d. Mute/Unmute microphone button

i. Microphone (8 microphone array)

e. Cascade button

Connection modes

Support for multi-device connections

USB cable

Wireless connection
Bluetooth

Wireless connection
Bluetooth
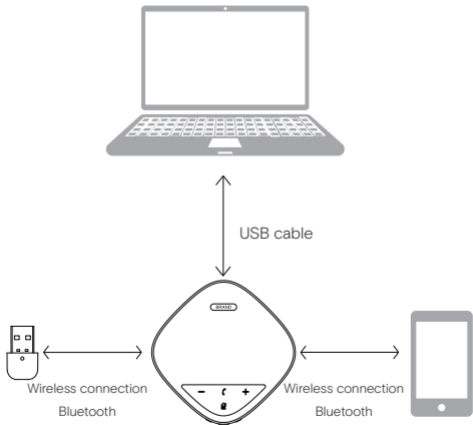
Support for dual-device chaining

Note: See Bluetooth Status / Setting for device cascading operations.

(1) Support for USB, Dongle, Bluetooth multi-channel simultaneous use: The speakerphone supports connection via USB and Bluetooth devices simultaneously. It can work in three connection modes at the same time to support simultaneous access of multiple parties for the conference.

Mode 1: Connect a computer (Windows or Mac) or other device to this device via USB cable.

Mode 2: Connect this device with Bluetooth. The Bluetooth indicator will flash to indicate that the device is in Bluetooth pairing state. Enable Bluetooth functions on mobile phones/other devices, and select to connect this device from the Bluetooth device list. Please refer to the label at the bottom of the device for the name of Bluetooth (when the Intelligent Flat Panel is connected to the wireless speakerphone, USB Dongle is required to ensure the stability of Bluetooth connection).

Mode 3: Optional USB Dongle (supporting win7/8/10 and Mac OS), operating as follows:

① Insert the USB Dongle into the computer (If you use a USB Dongle to connect to the Intelligent Flat Panel, please connect it to the front-mounted USB port of the Intelligent Flat Panel to ensure best use effect). USB Dongle will automatically connect to the BT120 (which is the only device bound by USB Dongle);

② If it is necessary to re-pair the Speakerphone to the USB Dongle, the distance between the USB Dongle and the Speakerphone should be controlled within 3 meters. When Bluetooth on and disconnected with host, press and hold the Bluetooth button for 9 seconds to enter BT dongle pairing mode. After plugging the USB Dongle, the USB Dongle will be re-pair successfully within 30 seconds.

Note: to connect computer or LOFT Interactive Display via USB Dongle, it is necessary to set this device as the default playback and recording device in the computer/Interactive Display sound settings.

Directions For Use

Turn on/off the device

Long press and hold the Power button for 2 seconds to turn on or off the device.

Answer/hang up call

*This device can only use the function of answering and hanging up the phone when connecting to the phone and teams meeting software.

(1) When there is an incoming call, press the "φ"key to answer the call.

(2) When it is in calling state, press the "φ"key to hang up the call.

(3) When there is an incoming call, long press and hold the "φ"key for 3 seconds to reject the call.

Mute/Unmute microphone

Short press the Mute/Unmute microphone button to turn the microphone on. The red light means the microphone is off, and the white light means microphone is active.

Volume adjustment

Press volume "+" and volume "-" button to increase or decrease the volume accordingly, Long press for quick adjustment (max/min volume).

Equipment charging

(1) Connect the power adapter with the USB cable for charging;

(2) When charging, the power light flashes; when fully charged, the light is always on.

Checking the battery capacity

In the power-on or standby charging state, short press the power key to view the current remaining battery capacity. When the light ring is full, the battery is full. When the battery capacity is low, the power button's red indicator light will flash and the low battery capacity tone will play.

Bluetooth

Support dual Bluetooth. Bluetooth 1 is an open hotspot, used to connect to Bluetooth host devices such as Phones, PC, iPad, etc; Bluetooth 2 is a hidden hotspot, only for daisy chaining multiple BT120s together.

When Bluetooth is not connected, long press to turn Bluetooth on/off;

When Bluetooth is connected, long press to disconnect the current Bluetooth connection.

Bluetooth Status/Controls

Status	Operation	Description
Dongle is not connected.	Long press the Bluetooth button 9s.	Enter to re-pair mode ; Pairing: the white light is flashing ; successful pairing: Dongle's blue light is always on.
Bluetooth is not connected.	Long press the Bluetooth button 2s.	Turn off Bluetooth 1, the white light always on.
Bluetooth not connected/ connected (wireless cascade unpaired).	Long press the cascade button for 2s.	Enter the wireless cascade pairing; Pairing: the blue light is flashing quickly; Pairing success: Adjust volume and microphone can be achieved Two Speakerphone are two-way linkage.
Long press the cascade button for 2s.	Wireless cascade paired.	Disconnect the wireless cascade connection.
Bluetooth is connected.	Long press the Bluetooth button 2s.	Disconnect Bluetooth1 connection.
Bluetooth is connected.	Click the Bluetooth button.	Play / pause the music.

Common Faults and Troubleshooting

The following table contains common faults and their solutions. Please read it carefully.

Fault	Possible Cause	Solution
Unable to turn on the device.	Low or no electricity.	Connect the adapter to charge.
Shut down automatically after running for a while.	Insufficient battery capacity.	Connect the adapter to charge.
No sound.	Is the connection correct? Is the volume turned on?	Select the correct sound source input; adjust the device.
Unable to work with USB.	Is there any mistake in using the USB cable?	Please use the original USB cable to make a call.
Invalid key.	The key may be accidentally Touched.	Long press and hold the power button for 8seconds to reset the system.
Unable to charge the device.	The charging device is in fault or the battery is already full.	Replace it with a charging device with normal functions.

FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to

which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1)This device may not cause harmful interference, and 2)this device must accept any interference received, including interference that may cause undesired operation.

Caution: The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20cm between the radiator and any part of your body.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

IC Radiation Exposure Statement for Canada

This device contains licence-exempt transmitter(s)/ receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

1)This device may not cause interference.

2)This device must accept any interference, including interference that may cause undesired operation of the device.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

1)L'appareil ne doit pas produire de brouillage;

2)L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This equipment complies with ISED RSS-102 radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20cm between the radiator and any part of your body.

Pour se conformer aux exigences de conformité. CNR 102 RF exposition, une distance de séparation d'au moins 20cm doit être maintenue entre l'antenne de cet appareil ettoutes les personnes.