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# BT100: Conference Speaker and Microphone

## User Manual



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## 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.

## Safety Warnings and Precautions

### Electric Shock or Fire

This device is not waterproof, please keep it dry; if water is immersed in this product, please shut down immediately and contact customer service centre according to the prompt provided by the customer service centre before using it again.

Never place this device or accessories near fire or other heat sources, including direct sunlight.

This device should be turned off and unplugged before lightning storms.

### Short Circuit or Fire

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.

### Injury or Harm

Never place this device or any objects on a power cord or other electronic devices. Please unpack the product and wait until the temperature reaches room temperature before connecting it to a power outlet. This product comes with sharp objects, please handle it carefully so as to avoid injury to the user or scratching the appearance of the product or damaging the internal parts of the product.

## Overheating

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

## Children's Health

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

## Environment

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 and collection of electronics, electrical products and batteries. Proper disposal of these products helps to avoid potential negative effects on the environment and health.

## Product Care

Clean this device only with a piece of microfiber cleaning cloth.

## Maintenance & Servicing

Please contact professional service personnel for all repair services. Please do not insert any sharp objects into the inside of the device and please do not drop or hit the device to avoid damaging it.

## Special Statement

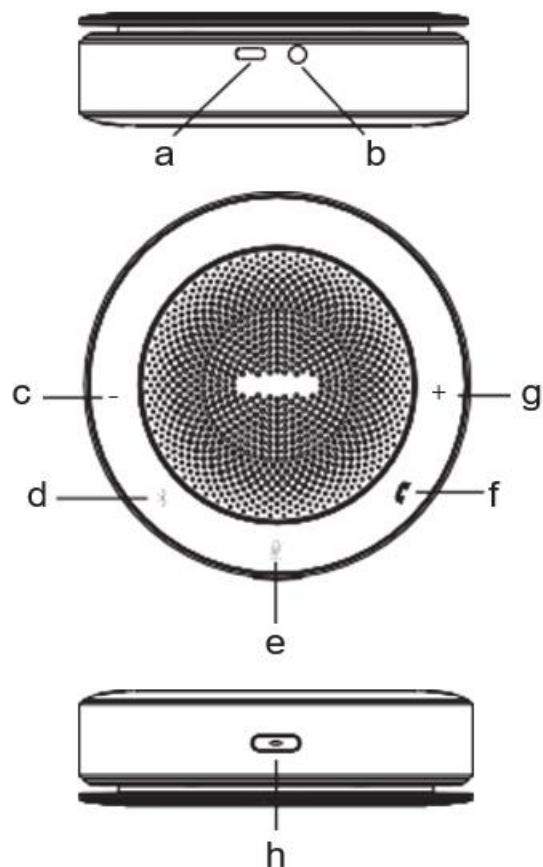
The hardware design and software programs of this product are copyright protected. Anyone copying the contents of this product and instructions without the authorization of this company will bear the corresponding legal responsibilities.

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This manual is for reference only. The actual final functions are subject to the actual ordering of the customer and the actual functions of the product received. The pictures are for reference only, please refer to the actual product. The company reserves the right to make improvements on and changes to the product appearance and design without prior notice.

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## Product Appearance



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- a: USB Type-C port
- b: 3.5 mm audio input/output
- c: Volume down Button
- d: Bluetooth Button
- e: Microphone mute Button
- f: Answer/hang up Button
- g: Volume up Button
- h: Power Button

## Product Usage

### On/Off

Press and hold the power key for 2 seconds to turn the device on or off.

### Bluetooth

When Bluetooth is not connected, press to turn Bluetooth on/off. When Bluetooth is connected, press to disconnect the current Bluetooth connection.

### Types of Connection Modes

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

Mode 2: Connect this device with the original AUX audio cable.

Mode 3: 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 or other devices and select to connect this device from the Bluetooth device list. Please refer to the nameplate at the bottom of the device for the name of Bluetooth (when the conference panel is connected to the wireless omnidirectional mic speaker, USB Bluetooth adapter is required to ensure the stability of Bluetooth connection).

Mode 4: USB Bluetooth audio adapter (supporting win7/8/10 and Mac OS), operating as follows:

- 1) Insert the USB Bluetooth audio adapter into the computer, and turn on the device to enter the Bluetooth pairing status.
- 2) USB Bluetooth audio adapter will be automatically connected to the device (which is the only device bound by USB Bluetooth audio adapter).
- 3) If it is necessary to re-pair the USB Bluetooth audio adapter to the speaker, the distance between the USB Bluetooth audio adapter and the speaker should be within 3 meters. When Bluetooth is disconnected from the speaker, press and hold the Bluetooth key for 9 seconds to enter the binding mode. After plugging the USB Bluetooth audio adapter, the USB Bluetooth audio adapter will be rebound successfully within 30 seconds.

Note: To connect computer with USB Bluetooth audio adapter, it is necessary to set this device as the default playback and recording device in the computer sound setting interface.

### **Multi-party Conference**

This device supports multi-channel use of USB, Bluetooth and audio ports. It can work in three connection modes at the same time so as to support simultaneous access of multiple parties for the conference.

### **Answer/Hang Up**

This device can only use the function of answering and hanging up the phone when connected to a phone. When there is an incoming call, press the “r” key to answer the call. When it is in calling state, press the “r” key to hang up the call. When there is an incoming call, long press and hold the “r” key for 3 seconds to reject the call.

## Mute Microphone

When the device is connected to Bluetooth or plugged into a AUX audio cord or USB cord, press the microphone mute key to turn the microphone on or off.

## Volume Adjustment

Press volume "+" and volume "-" keys to increase or decrease the volume accordingly.

## Bluetooth Status and Settings

Status	Indicator Status	State Description	Action Required
S1	Blue lights flashing	Waiting for Bluetooth connection	Press the Bluetooth button for 3 seconds to enter S4. Press the Bluetooth button for 9 seconds to enter S3.
S2	Blue light is always on	Bluetooth connected	Press the Bluetooth button for 3 seconds to enter S1
S3	White lights flashing	Repair status with USB Bluetooth adapter	Press the Bluetooth button for 3 seconds to enter S1
S4	White light is always on	Bluetooth function turned off	Press the Bluetooth button for 3 seconds to enter S1

## Charging

Connect the original power adapter (5V/2A) with USB cable for charging. Please use a Qi wireless charger to charge the device wirelessly. When charging, the white indicator of the power key will flash; when fully charged, the green indicator of the power key will be normally on.



## Battery

In the power-on state, press the power key to view the current remaining battery life. When the light bar displays 5 squares, the battery is full. When the battery is relatively low, the power key's red indicator light will flash and the low battery tone will play.

## Common Faults and Troubleshooting

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 electric quantity	Connect the adapter to charge
No sound	Poor connection and check volume	Select the correct sound source input and adjust the device
Unable to work with USB	Poor USB connection	Please use the original USB cable
Unable to work with AUX	Poor AUX connection	Please use the original AUX cable
Invalid Key	The key may be accidentally touched	Press and hold the power button for 8 seconds to reset the system
Unable to charge the device	Poor charging connection or battery is already fully charged	Replace it with a charging device with normal functions