Revolabs xTag USB Wireless Mic Instructions

Setup

- With the microphone still attached to the base, plug the cable into your laptop. Once the microphone base is plugged in, you will see a series of RED, YELLOW and GREEN flashing lights, while it connects. A solid RED (charging) or GREEN (fully charged) light indicates that it is ready for use. (If this is your first time using the microphone with your laptop, you will need to wait a little bit while windows downloads the drivers.)
- We recommend that you set the computer microphone level to 80, and the slider inside of Panopto directly between the yellow volume indicators.
    - For **Windows**, right click on the speaker icon in the bottom right of the toolbar and select "Recording Devices". Make sure that the Revolabs xTag microphone is selected, and click "Properties". Go to the Levels tab and adjust the volume slider.
    - For **Mac**, open system preferences and select sound. Go to the Input tab and make sure the Revolabs xTag microphone is selected. Adjust the slider so that it is above the second marker on the right.

Using the Microphone

- For best sound quality, the microphone should either be held, or attached to yourself between 6-12 inches from your mouth.
- Two quick RED flashes indicates that the mic is muted. GREEN flashes indicate that the Mic is unmuted. To mute/unmute the mic, press the button on either the mic or the base.
- To turn the microphone off, return it to the base while still plugged in. You will see a series of RED, YELLOW and GREEN flashing lights while it turns off.

Troubleshooting

- Make sure that the cable is securely connected to both the microphone base and your laptop.
- Double check that the Revolabs xTag microphone is the selected input in both your computer settings and in Panopto, and that the levels are set correctly (See above for details).
- When the microphone is disconnected from the base, the flashing lights on each should sync up. If that is not the case it likely needs to be paired again.
    - To pair the base and the microphone, make sure the Microphone is turned OFF (no LED activity). If the unit is ON, press and hold the MUTE button for 10 seconds until the LED turns solid RED then release. Alternately, place the Microphone in the Charger Base for less than 2 seconds. Enable the pairing mode by holding the Microphone's Mute button down for eight seconds. The LED will turn solid GREEN and then solid RED. Release the Mute button. The Microphone unit is now in pairing mode.
- If the mic is still not working contact us at (206) 543-6729. We will bring you another mic while we work to fix the issue with the current one.