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Tablet and charging cable

Tripod and device holder

Microphone and charging cable
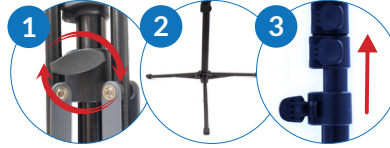
Microphone holder and lanyard

Velcro strap

Microphone case

Step 1: Setting up the tripod

1. Loosen the screw and pull out all the legs to unclip them
2. Pull the legs down to the desired distance then tighten the screw
   (the wider the legs are extended the greater stability the tripod will have)
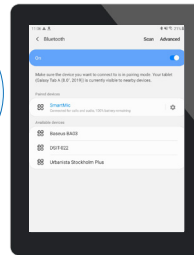3. Open the clips to extend the central pole, then close at the desired height

Step 2: Connecting to the microphone

If you have previously paired your device to the microphone, follow the steps below.

1. Make sure Bluetooth is turned on on your device
2. Press and hold the microphone button for 3 seconds to turn the microphone on
3. The microphone will automatically connect and show a blue flash every 5 seconds
4. The device will now show **SmartMic** as 'Connected' on the Bluetooth menu

*If the microphone hasn't paired, you may need to follow Step 4 from the **Pairing the microphone** guide on the right.*

Step 3: Attaching the device on the tripod

Locate a device with the IRIS Connect "Record" app, sufficient charge and storage space, if one is not included in the kit.
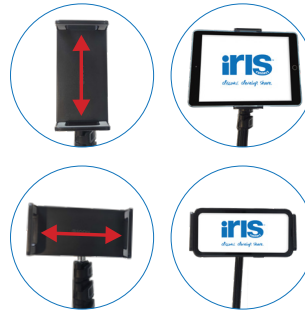
Attaching a <u>Tablet</u> **on the tripod**
The holder is stored at a landscape angle in the case. For larger devices, it needs to be in portrait, so you can place the tablet in a landscape orientation. You can do this by rotating the holder 90°

Attaching a <u>Phone</u> **on the tripod**
Your phone needs to be placed into the holder in a landscape orientation
To do this make sure the holder is in a landscape orientation

Make sure the device is held securely in the holder before moving the tripod.

Step 4: Final setup and recording

1. Place the tripod either on the floor or on a desk or shelf, extending or decreasing the central pole to the desired height
2. If the tripod is somewhere where it might get knocked or if it's extended quite high, we recommend using the velcro strap included in the kit to secure it to a table leg or similar
3. Clip the microphone to your clothing or use the lanyard and holder provided
4. Launch the IRIS Connect "Record" app on your device and follow the on-screen instructions

Step 5: After recording

1. Make sure your reflection has completed uploading before closing the app
2. Power off then charge the microphone and device before returning them to the case
   (to turn off the microphone, press the button for 3 seconds until you see a purple light, then release)
3. Make sure the holder is in a landscape orientation and collapse the tripod, as per the picture, so it fits back in the case

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Pairing the microphone for the first time

1. When pairing for the first time make sure the distance between the device and microphone is less than 1 metre
2. Turn on the microphone by pressing and holding the button for 3 seconds until the indicator light shows a purple light, then release
3. Navigate to your device's Bluetooth settings menu
4. Turn on Bluetooth and select **SmartMic** from the list of available Bluetooth devices
5. The device will now show the status as 'Connected' on the Bluetooth menu

Indicator light guide

- Blue flashing - pairing mode
- Blue flash every 5 seconds - paired
- Solid Purple - powering on/off
- Solid red - low battery

Charging

- Solid red - charging
- Solid green - fully charged

Battery level guide

To check the battery level of the microphone, review the icon on the device its paired to, which indicates the remaining battery charge.

iOS   Android

Support Hub

For set-up instructions, user guides and device specifications & compliance scan the QR code or go to help.irisconnect.com

SUPPORT HUB

Contact Details

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Serial Number