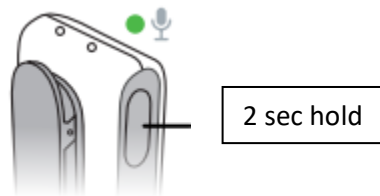**Remote Microphone Connection Procedures for the Oticon Ponto 5 Sound Processor**

– EduMic as Transmitter

1. Pair the EduMic to the Ponto (to be done during initial set up only. Pairing holds until EduMic is manually unpaired from Ponto).

   a. Turn OFF the Ponto by opening the battery door.

   b. Turn ON the EduMic by pressing the POWER button for 2 seconds until both indicators turn WHITE then release the button. Wait 10 seconds until the indicator turns GREEN.
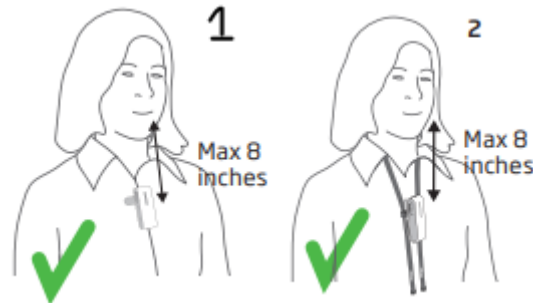

   c. While holding the Ponto within 20 cm of the EduMic, turn ON the Ponto by closing the battery door.

   d. After the initial start up jingle on the Ponto, wait about 5 seconds. The pairing starts when the EduMic starts to blink blue. The blinking lasts about 30 seconds, after which the indicator will turn a steady green. The Ponto is now paired.

2. At the beginning of the school day:

   a. Wait until the Ponto user is in the same room as the Teacher. Teacher to position the EduMic within 20 cm of lips in an upright position using either the rotating clip or supplied lanyard. Turn ON the EduMic. If the student is within 10 metres of the powered-ON, unmuted EduMic, the Ponto will automatically switch to the EduMic program and student will start receiving from the EduMic.

   b. Conduct functional check by speaking to the student from a distance of at least 3 metres while covering the lower face. E.g. "Can you point to the door?" or "Touch your head". If student responds correctly, system is set up and ready to go.

   c. If student does not respond, check that EduMic is not muted (steady GREEN on indicator). If is muted (flashing GREEN), unmute by pressing the POWER button briefly once.
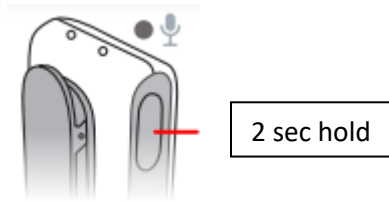

   Quick press=MUTE: flashing GREEN
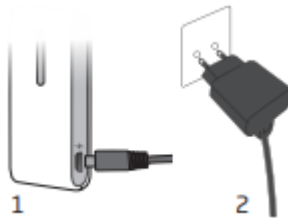
   Quick press=UNMUTE: steady GREEN

   d. Repeat Functional check. If student still does not respond, the Ponto may need to be manually put into the EduMic program. Do this by muting and unmuting the EduMic (2 quick presses on POWER button).

3. During Instruction Breaks (e.g. individual work time, recess):

   a. Teacher to mute the EduMic by pressing the POWER button quickly once.
   b. Indicator on EduMic will blink GREEN continuously.
   c. When instruction resumes, unmute the EduMic by pressing the POWER button quickly once. Indicator on EduMic will show a steady GREEN.

4. At the end of the school day:
    a. Turn OFF the EduMic by pressing and holding the POWER button for 2 seconds until the indicator light turns off.

    2 sec hold

    b. Charge the EduMic at a safe and dry place. The indicator flashes yellow when charging and turns green when fully charged. It takes 2.5 hours to fully charge an EduMic, which operates for about 10 hours on full charge.

    For equipment support, contact Auditory Outreach audiology at 1-866-430-4327, or email carrie.siu@sd47.bc.ca .