

**RM System Daily Classroom Procedures – Speech-to-Text for Student with hearing aids or cochlear implants with Roger receivers** (accompanying document to Phonak's instructions on "Roger Neckloop for Speech to Text")

**Receiver: Roger Neckloop for Speech-to-Text**

**Transmitter: Roger On**

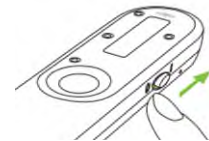


Initial set up:

1) Power ON the Neckloop by sliding the toggle up.



2) Power ON the On transmitter by sliding the side toggle to the ON position.

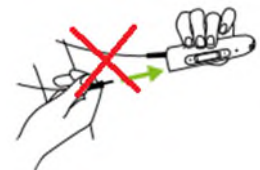


3) Connect the Neckloop to the On by holding the ON transmitter within 4 inches of the Neckloop and press the CONNECT button on the back of the transmitter.



If connection is successful, a check mark will appear briefly on the front screen of the On.

*Note: when the Neckloop is used solely for speech-to-text purpose by a student with Roger receivers, the inductive neckloop is not needed. The Neckloop can simply be placed beside the device with captioning.*

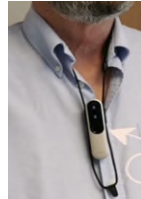


4) Connect the student's receivers to the On by holding the On within 4 inches of EACH powered-on receiver and pressing the connect button on the back of the On.

- 5) Ensure your computer, tablet or phone has a speech-to-text software installed.
- 6) Charge both the On (2 hours for 100%, lasts 8 hours) and Neckloop (3 hrs for 100%, lasts 10 hours).

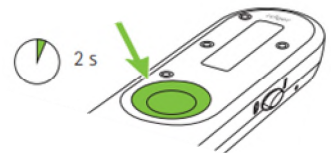
#### Daily procedures:

- 1) Following the attached Phonak's instructions, connect the Neckloop to your device using the appropriate cable.
- 2) Power ON the Neckloop.
- 3) Teacher wears the On using the provided lanyard.
- 4) Power ON the On.
- 5) Perform *Functional Check*.
  - ➔ From about 3-4 metres of student, cover your lower face or turn away from student and speak with a normal conversational voice into the transmitter and confirm student's understanding, e.g. "Can you point to the window?" NOT just "Can you hear me?"
- 6) Run the speech-to-text software on your device.
- 7) Teacher's speech is now captioned on the student's device as well as transmitted to the student's ear via their personal hearing device.



#### During short instruction breaks (e.g. quiet study):

- 1) Teacher to *MUTE* microphone on the transmitter by pressing and holding down the function button for 2 seconds.
- 2) **IMPORTANT:** Remember to *UNMUTE* the mic when instruction resumes. Press mic button once to UNMUTE.



#### End of the Day:

- 1) Power OFF the On transmitter and charge it at a safe, dry place. It takes 2 hours for it to fully charge, but it can be left in the charger overnight.
- 2) Power OFF the Neckloop, unplug it from the device and charge it at a safe, dry place.