

Remote Microphone (RM) Daily Classroom Procedures

Transmitter: **Phonak Roger Touchscreen** Receiver: **Roger NeckLoop**

Initial Set Up:

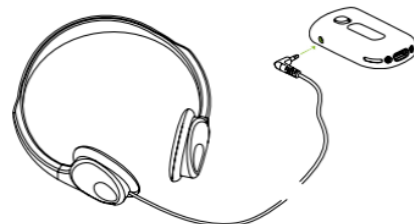
1. Power ON the NeckLoop by sliding the toggle up.
2. Power ON the Touchscreen transmitter by pushing and holding the power button until the screen lights up.
3. *Connect* NeckLoop to the Touchscreen by holding Touchscreen within 4 inches of the NeckLoop and tapping "Connect".



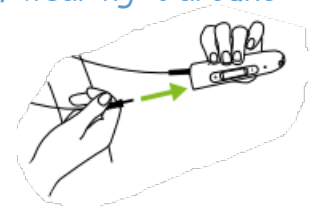
If connection is successful, "*Roger Rx is connect*" will appear briefly on the Touchscreen.

Every Morning:

1. Attach headphones to the NeckLoop via the 3.5mm headphone socket.
2. Put headphones on student's ears.
3. Power ON the NeckLoop.
4. Teacher wears the Touchscreen using the provided lanyard and adjusts the length of the lanyard as needed. The top of the Touchscreen should be within 20 cm from the mouth for optimum reception.
5. Power ON the Touchscreen.
6. 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?*".



***Note:** when the NeckLoop is used by a student with no hearing aids, the inductive neckloop is an optional wearing accessory and does not transmit via induction. The receiver can be in a pocket or "velcro'd" to the student's desk. If wearing it around the neck is desired, attach neckloop to the receiver via the sockets located on top of the receiver and put neckloop around the student's neck.*



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

1. Teacher to MUTE the transmitter by pressing the microphone button once. A red light will blink around the button.
2. IMPORTANT: Remember to UNMUTE the mic when instruction resumes. Press mic button once to UNMUTE.



During longer breaks (e.g., recess, lunch):

1. Teacher to power OFF the transmitter.
2. Student to power OFF the NeckLoop, remove headphones and neckloop and store in a safe place.

End of the Day:

1. Power OFF transmitter and charge it in a safe, dry place. It takes 2 hours for it to fully charge, but it can be left charging overnight.
2. Power OFF the NeckLoop and charge in a safe, dry place.