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
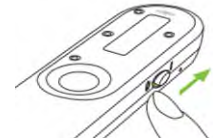
<u>Initial set up</u>:

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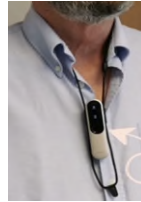
4) *Connect* the student's receivers to the On by holding the On within 4 inches of EACH powered-on receiver and pressing the connect button on the back of the On.

5) Ensure your computer, tablet or phone has a speech-to-text software installed.

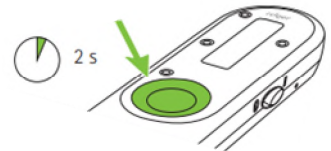6) Charge both the On (2 hours for 100%, lasts 8 hours) and Neckloop (3 hrs for 100%, lasts 10 hours).

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.

Roger NeckLoop for speech-to-text

What you will need:

Roger NeckLoop	Roger Mic	Lightning to USB 3	USB-C to USB-A cable	NeckLoop test headphones
	Touchscreen, Select, or On	Camera Adapter	Phonak Part #043-3093	or any std. headphones

Installation Instructions

Roger NeckLoop can be connected to a computer, tablet or smartphone to generate live, automated captions using 3rd party speech-to-text software.
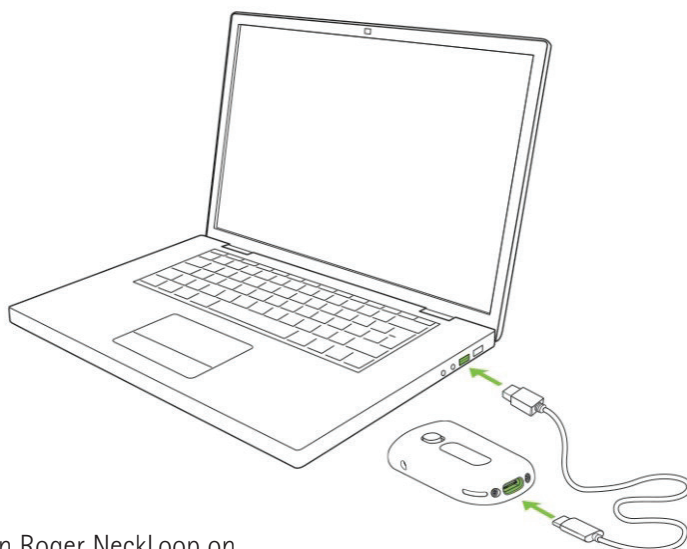
Preparations

1. Ensure your Roger NeckLoop and your Roger microphone are charged.
2. Ensure you have a 3rd party speech-to-text, live transcribe or dictation application installed on your computer, smartphone or tablet.

Connection to computer
You need: The included USB-C to USB-A cable.

1. Connect the USB cable to the Roger NeckLoop and your computer:
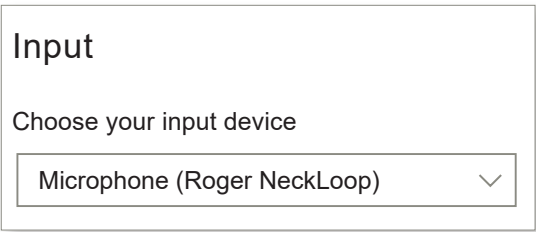

2. Turn Roger NeckLoop on.

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3. On your computer, check that Roger NeckLoop is selected as the input source (sound settings):

Input

Choose your input device

| Microphone (Roger NeckLoop) | ⌄ |

4. Run the speech-to-text software (3rd party application) on your computer. Alternatively, you can also run the 'Dictate' feature in Microsoft Word:

5. Now speak into the Roger microphone and the speech-to-text software or MS Word will transcribe the spoken words into text.

Connection to smartphone or tablet with a USB-C socket
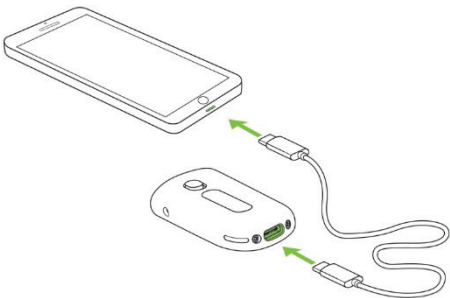You need: The included USB-C to USB-A cable and an On-the-Go (OTG) adapter, OR a USB-C to USB-C cable.

1. Connect Roger NeckLoop to your smartphone or tablet with an OTG-adapter and the included USB cable, OR use a USB-C to USB-C cable.
2. Turn Roger NeckLoop on.
3. Run the speech-to-text app (e.g. Google Docs) on your smartphone or tablet.
4. If necessary, select Roger NeckLoop as input source.
5. Speak into the Roger microphone and the speech-to-text app will transcribe the spoken words into text.

Connection to smartphone or tablet with a Lightning socket
You need: The included USB-C to USB-A cable and a Lightning to USB 3 Camera Adapter. Your phone charger.

1. Connect the adapter to your smartphone.
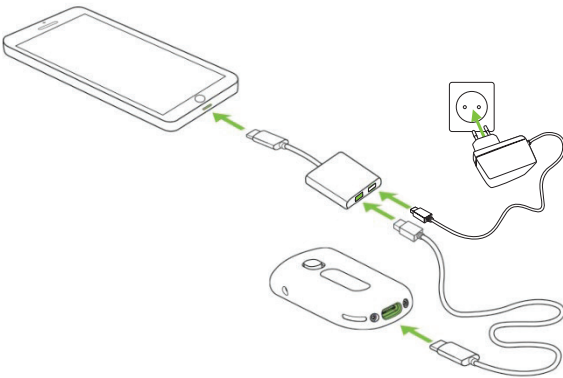2. Ensure the adapter is plugged into a power source.
3. Connect Roger NeckLoop to the adapter with the included USB-C to USB-A cable.
4. Turn Roger NeckLoop on.
5. Run the speech-to-text app on your smartphone or tablet.
6. If necessary, select Roger NeckLoop as input source.
7. Speak into the Roger microphone and the speech-to-text app will transcribe the spoken words into text.

Device	Cable
iPhone 14 and older iPads with Lightning Port	• Lightning to USB adapter • USB C to USB A cable
iPhone 15 and newer	• USB C to USB C cable
iPad Pro (3rd generation/2018 and newer) iPad Air (4th generation/2020 and newer) iPad mini (6th generation and newer) iPad (10th generation and newer)	• USB C to USB C cable
Most Android phones/tablets	• USB C to USB C cable