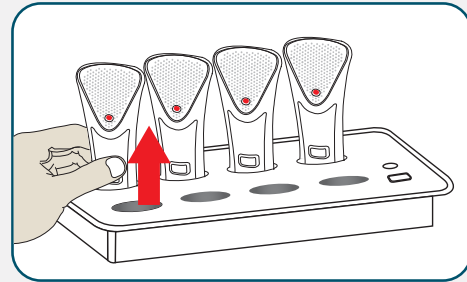# Using a Solo TableTop Wireless Microphone
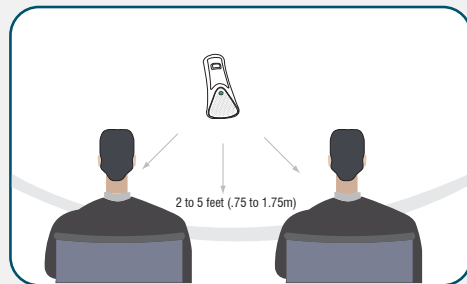
**Step #1**  Remove the microphone from the Charger Base. The microphones turn on and mute themselves automatically when removed from Charger Base (flashing RED LED) to prevent handling noise while placing the microphone on the table.
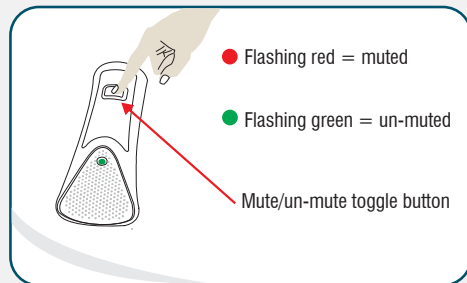
**Step #2**  The TableTop microphone should be centered on the table in front of users, between 2 to 5 feet (.75 to 1.75m) away. It is always better to put the microphone as close as possible to the person speaking, but avoid placing the microphone where it might be blocked by laptops or paperwork.
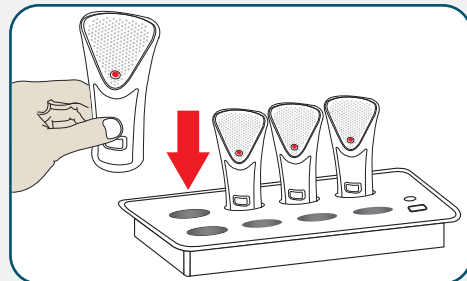
2 to 5 feet (.75 to 1.75m)

**Step #3**  With the microphone in position, un-mute the microphone by pressing and releasing the MUTE button (confirm by viewing flashing GREEN LED).

● Flashing red = muted

● Flashing green = un-muted

Mute/un-mute toggle button

**Step #4**  To turn microphones off, first mute the microphone, and then plug it into the Charger Base. Make sure the RED LED turns on. Optionally, the microphone can be turned off manually. Simply press and hold the MUTE button for ~10 seconds until the LED turns solid RED and release button.

You are now ready to experience wireless, rechargeable and secure (encrypted) collaborative freedom.