

Quick Operation Instructions for using the Talk& Listen[®] System

Thank you for purchasing ARG's TALK & LISTEN[®] system and for your confidence in our company.

Before meeting:

- Install batteries, check your equipment and familiarize yourself on how to use it **before** your meetings.
- Have extra alkaline —not carbon—batteries on hand. **Please check batteries—before each use—in all receivers and transmitters.** If you need more batteries, please call us to order.
- Print the “Sign Out/Sign In” sheet to monitor equipment and to track parent attendance. This information is useful for auditing purposes (to show increased parent involvement over the course of time). We recommend that each receiver be labeled with a number beginning with 1 so you can easily track which person has checked it out. Simply put their name beside the corresponding number on the “Sign out/Sign in” sheet. These sheets are available at www.argaudio.com under support documents.
- Some schools/districts collect a form of identification from the parents when checking out the equipment and return it when equipment is returned.

To use system:

1. Plug PrivacyMic[®] or microphone into transmitter.
2. Plug listening devices into receivers.
3. Turn on transmitter (marked on the top with a “T”).
4. Turn on receivers (marked on the front and top with an “R”).
5. On the digital display, verify that the transmitter and receivers are on the same channel. If your transmitter and receiver numbers match, skip to number 9.
6. To set the transmitter and receivers on the same channel, press the “SET” button until, on the digital display, the tiny lock symbol disappears. This will unlock the channel buttons.
7. To move up one channel (for example from “1” to “2”), press the “+” button. To move down one channel (for example from “2” to “1”), press the “-“button.
8. Once you have matched your transmitter and receiver channels, press the “SET” button again until, on the digital display, the tiny lock symbol reappears.
9. Put listening devices on, adjusting volume as needed: + to increase, - to decrease.
10. Have someone speak into PrivacyMic[®] or microphone to test.