




### Answer / Hang up a call via Bluetooth


Short press the button  to answer an incoming call, long press to reject an incoming call.

During a call, short press the button  to hang up.


### Turn off the Bluetooth function

Press and hold (2secs) the Bluetooth button .


### Mute the speakers


Press the button  to mute the speaker, the button turns red.

### Mute the microphones

Press the button  to mute the microphones, the button turns red.

### Adjust volume

Press the button  to increase the volume level.

Press the button  to decrease the volume level.


### ON/OFF switch

Move the switch situated on the sidebar to ON position: ubiconf-Voice is now using the built-in battery.


ON/OFF state does not affect USB charging and USB connection to the PC.

*Note: keep the switch in the OFF position to save the battery power, when you are not using the unit.*

### Separate microphone selection

Press the button  to turn on only one microphone which is closer to the talker and mute two others. The operating microphone's indicator turns green.

### Charging the unit

The battery indicator  turns red and flashes, when less than 10 minutes of talk time remain. Connect the unit to the PC or charging adapter to charge the battery.

*Note: when using the charging adapter, make sure it is a qualified one and the output voltage is less than 5V.*

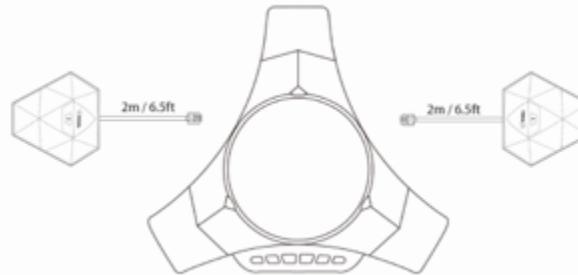
### Sound pickup range

In normal room conditions, the reception distance can reach up to 4 meters. Three built-in microphones provide 360-degree coverage.

The sound pickup range may differ depending on the operating environment and conditions.


### Connecting external mics UBICONF-VOICE-2EXTMIC


Connect the microphone cord to one of the MIC ports situated on the back of the ubiconf-Voice speakerphone. Position the microphones for the best voice pick up.



### Muting/Unmuting the microphones during a call

The microphones volume is on by default when the ubiconf-Voice speakerphone is powered on.

Tap the button  on the expansion microphone to mute all the microphones, including the 3 microphones on the ubiconf-Voice speakerphone. All microphone indicator lights turn red.

Tap the button  again on the expansion microphone to unmute all the microphones.

# UBICONF-VOICE

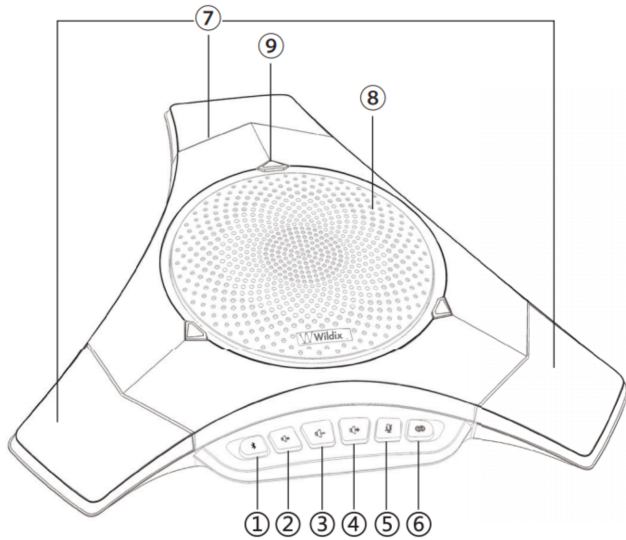


Conference Speakerphone  
UBICONF-VOICE

2 external microphones  
UBICONF-VOICE-2EXTMIC

User Guide

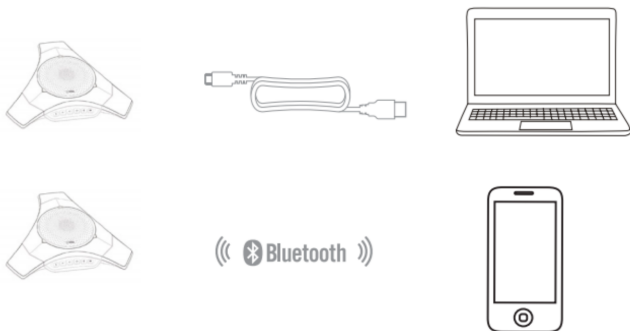
## Key instruction



- 1. Bluetooth
- 2. Mute speaker
- 3. Volume down
- 4. Volume up
- 5. Mute microphone
- 6. Battery level / Choose microphone
- 7. Microphones
- 8. Speaker
- 9. Microphone indicators

## Connection diagram

Connect to laptop using USB cable / connect to mobile device / WP600AXX / W-AIR 150 via Bluetooth:



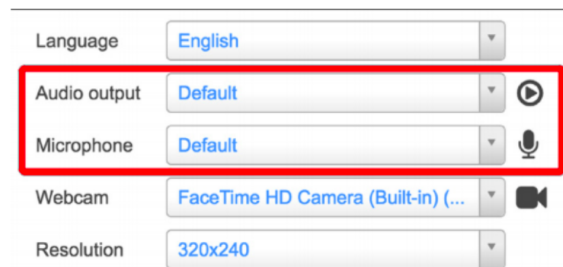
## Connecting to PC or laptop

Connect your ubiconf-Voice to the USB port on your PC or laptop using the USB cable.


Note: PC automatically recognizes ubiconf-Voice but you need to select ubiconf-Voice in device selection options of the application.

## Selecting ubiconf-Voice as an active device for Videoconference

When entering the conference room, select ubiconf-Voice as “Audio output” and “Microphone” device:



## Connecting to mobile device/WP600AXX/W-AIR150

- 1) Press and hold (2secs) the Bluetooth button  until the light flashes blue.
- 2) Enable Bluetooth on the device, and select ubiconf-Voice from the list of available Bluetooth devices.
- 3) The light turns solid blue when the connection is established.