Notes:
1. Connect one speaker device to the PC at a time.
2. Connect the USB wireless adapter directly to the PC rather than through a USB hub, or some operational problems can arise.
3. After successful connection, set the HuddlePod Air as the default device in the PC’s Control Panel - Sounds and Audio Devices - Play (output) and Record (input). Otherwise, you can select the HuddlePod Air manually in the various software that uses the mic and speaker.
4. **Adjusting the sound volume of the loudspeaker**
   During a conference call, if the sound volume of the loudspeaker is too low or too high, you can press the "+" or "-" buttons on the device repeatedly to adjust volume to a suitable level. If the sound volume is still not appropriate, you can adjust the sound volume of the loudspeaker further via the PC’s audio settings.
5. **Adjusting the sound volume of the microphone**
   During a conference call, if the sound heard by the far end is too low or too high, you can ask the far end to adjust the sound volume on their end. If it’s still not adequate, you can adjust the sound volume of the microphone in the PC’s audio settings.
6. **Mute the microphone**
   During a conference call, to mute your mic, press the "/" button on the device. The mute indicator light will be on. You can still hear the sound of the far end, but the far end can’t hear your mic. To cancel mic mute, press the "button on the device again. The mute indicator light will be off and the indicator triangular lights of the microphone will be on.
7. **Mute the loudspeaker**
   During a conference call, press the " button to turn off the sound of the built-in speaker and the mute indicator of loudspeaker will turn on. To turn the sound of the loudspeaker back on, press the " button and the mute indicator light of the loudspeaker will turn off.