**QUATTRO 4 PRO USER GUIDE**

**Pairing your Device**

Start with the Quattro Pro turned off.

Hold down the silver button until screen says pairing (do NOT release button until pairing has started)

On your device (computer or phone), make sure Bluetooth is turned on and select the Quattro Pro to pair.

**Using your Device**

Hold down the silver button until the screen reads "Power On"

The screen will show devices that are connected. If you have paired devices previously, they should automatically show up. If devices are not paired, follow pairing directions.

Turn on your mic by holding down the mic control button until you see a flashing blue light.

Open your transcription/captioning application and ensure the microphone is set to QuattroPro.

Hand the microphone and base to your instructor. Remember to collect this at the end of class.
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Turning Off your Device
You must turn off both the base unit and microphone after use.
To turn off the base unit, hold the silver button until the screen reads “Power Off”
To turn off the mic, hold the mic control button until you see a solid red light.

How to Charge your Device
1. Make sure the switch with (+/-) is in the (+) position on both pieces.
2. Plug in the cable, ensuring the mic and base are connected
3. If charging, you will see a red light
4. Once fully charged, the red light will change to blue

If you have questions about your Quattro Pro, contact the SAS office.

Base Mic