

## Revolab xTag Microphone Instructions

The Revolab xTag Microphone is currently applicable only to the following rooms:  
1.15 Mordington (mic loaned from the SIZ desk)

### Using the xTag mic

The **xTag** mic requires its charger base to be connected by USB cable to the computer – this provides both power for the base unit and also the audio connection into the computer so that the computer can record your voice. In the software you use, make sure the microphone chosen is the **Revolab xTag**.

Having logged into the computer, place the mic in the charger base and connect the charger base with the USB cable to the computer. When the mic is fully charged, the light on top of the mic will be solid green when it is sitting correctly in the charger base.

**To switch On** – remove the mic from the charger base. The light on the mic should have a flashing Red light meaning it is both paired with the charger base AND is currently muted. When ready push the mic's Mute button to un-mute it (light flashes green). Now begin speaking.

Problem - If when you remove the mic from the charger base its light flashes alternately between red, yellow, green, yellow and so on, place the mic back in the charger base, then unplug the USB cable from the charger base and reconnect the USB cable. Then try the switch On procedure again.

For best results use the lanyard around your neck with the mic clipped to the lanyard which places the mic about 5 inches from your mouth. You may need to adjust the recording level in the software to get an appropriate recording level for your voice – e.g. in *Panopto*, with the xTag microphone chosen, move the slider upward into the yellow area as a starting point.

**To switch Off** – simply return the mic to the charger base where it will charge. If you have taken the mic and charger base on loan from the SIZ or another office please return it at the end of your session.

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### TIP: Level test without using Panopto

A simple way to test the mic level is correct for you is to first set the volume on the computer to something reasonable by testing it with a *Youtube* clip of somebody speaking for example. Once you have that as a reference level for the correct volume, Right-click the *Windows* loud-speaker icon (i.e. the volume control at bottom-right of the screen) and choose Recording Devices from the pop-up menu. The Revolab xTag microphone should be listed and have a green tick (which means it is the default mic) – click on it to select it and then click the Properties button. Now click the Levels tab. The microphone slider will adjust the microphone input level. Set the slider at about 75 which has been found to be a reasonable level for the xTag mic.

With the mic on the lanyard around your neck, run “Voice Recorder” from the *Windows* program menu. Click the blue Microphone icon and a new recording will start. Un-mute the revolab xTag mic if not already unmuted. Remember the mic light will flash Red if muted.

To find the best level for your voice, say aloud the microphone slider reading (e.g 75) and then move the slider stating what the level is each time you move it. Speak as loudly as you would giving your lecture. After trying different positions, click the blue stop button to stop the recording. Then press the play button to play back the recording and hear which level sounds the best. Place the microphone level back at your chosen position and close the Audio properties and Voice Recorder program.