CATCHBOX | OVERVIEW

Link to Manual | https://catchbox.com/user-manuals/catchbox-plus

Catchbox Supplies

Included components:

- Catchbox Plus Transmitter
- Catchbox Cover
- Catchbox Plus Receiver
- Catchbox Wireless Charger
- Catchbox Presenter Mic

- 1 x USB-A to USB-C cord
- 3 x USB-C to wall plug
- 1 x Audio cable
- 1 x Docking station for Catchbox Presenter Mic
- 1 x Lanyard for Catchbox Presenter Mic
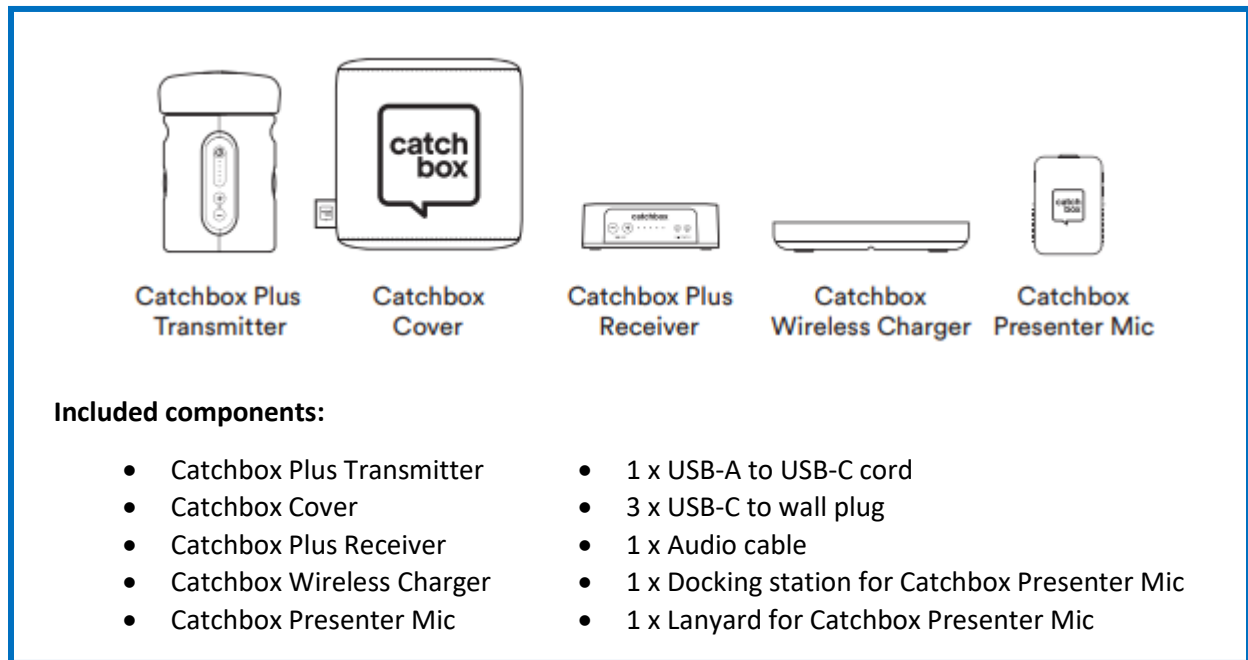
Set-Up Summary | In-Depth Instructions on Subsequent Pages

- Step 1 | Login to the presenter computer station and turn on the Extron device
- Step 2 | Connect and turn on devices *(See Step 2 page)*
- Step 3 | Pair devices *(See Step 3 page)*
- Step 4 | Charge devices *(See Step 4 page)*
- Step 5 | Connect to Zoom *(See Step 5 page)*
- Step 6 | Adjust volume *(See Step 6 page)*
- Step 7 | Inform Participants on Proper Use *(See Step 7 page)*
- Step 8 | Turn off devices, ensure all items are accounted for, and return to the Dean's Office

CATCHBOX | STEP 2 – CONNECT AND TURN ON DEVICES

1. Connect the Receiver to the Computer

Plug the USB-A to the computer's USB port and connect it to the Receiver's USB-C socket.
The USB-A to USB-C cable will power the receiver and connect the audio.
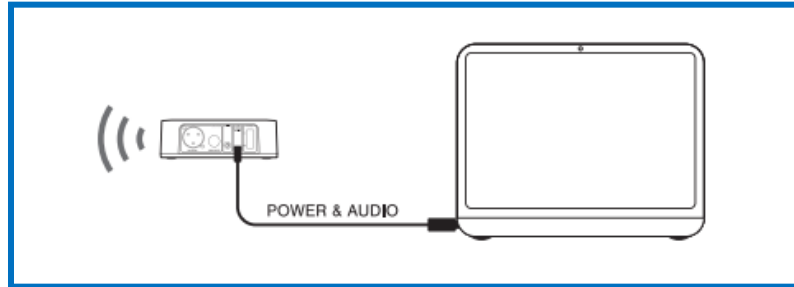
2. Turn on the Transmitter, Receiver, and Presenter Mic.

a. To turn on the **Transmitter** press and hold the power button. LEDs on the front panel will turn illuminate. Remove the Transmitter from the Cover by twisting it 90 degrees and pulling upwards. This motion will misalign the internal magnets and allow for easy removal of the Transmitter unit. When inserting the Transmitter to the Catchbox Cover, listen for the magnetic clip – the Transmitter is now secure.
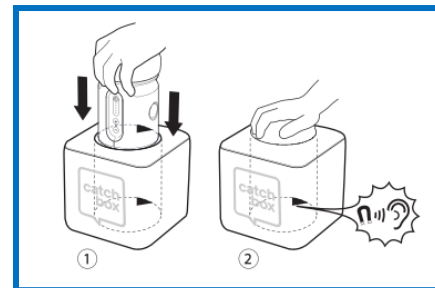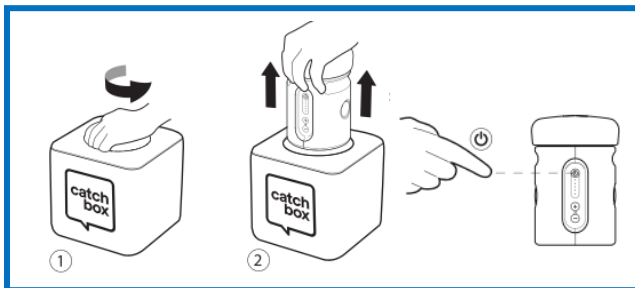

b. Connect the **Receiver** to the power source. Turn on the Receiver using the switch on the back panel of the device.

c. To turn on the **Presenter Mic** press and hold the power button on the side of the device. The LED will light up indicating the device is powered.

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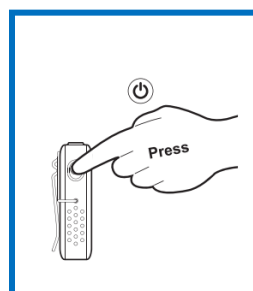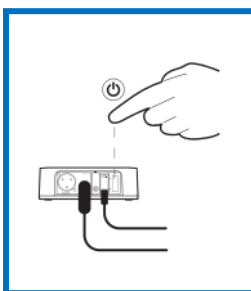
CATCHBOX | STEP 3 – CHARGE DEVICES

1. Charge the Transmitter

a. Plug the power supply to the outlet and connect it to the USB-C socket on the Wireless Charger on the bottom.
b. The LEDs on the Wireless Charger will turn green, indicating that the device is powered.
c. Place the Transmitter (Catchbox) on top of the Wireless Charger.

- Battery life | 12 hours
- Charge time | Wireless = 6 hours; USB-C = 3 hours
- Check charge | When device is on, short click the power button
  - o Critically low | Transmitter will not turn on and a LED will blink rapidly; the device must be charged by USB-C to wall socket.
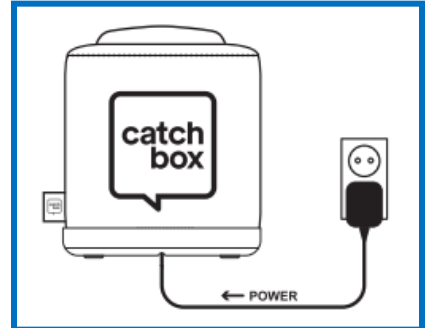
2. Charge the Receiver

The Receiver is powered by the USB-A to USB-C connection
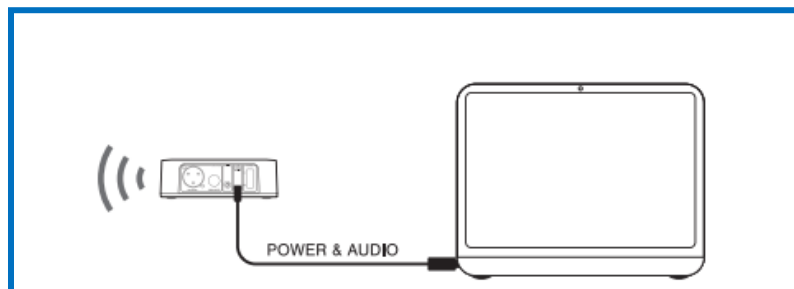
3. Charging the Presenter Mic

a. Plug the power supply to the outlet and connect it to the USB-C socket located on the bottom of the Presenter Mic.
b. To indicate that the Presenter Mic is charging, the LED on the top of the device will pulsate green.
c. When the LED is steadily lit green the battery is fully charged.

- Battery life = 7 hours
- Charge time = 2 hours
  - o Full charge = LED is green (not blinking)
  - o Low battery = LED will blink red 3 times (Less than 2 hours left)

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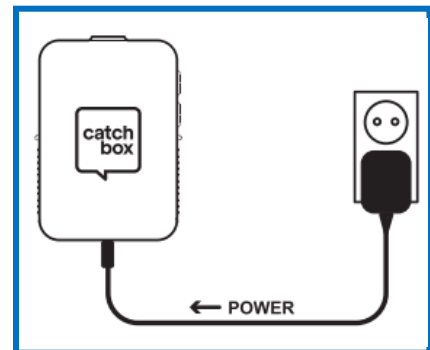
CATCHBOX | STEP 4 – PAIR DEVICES

1. **The devices should be paired and ready to use.**
   a. To verify pairing check **MIC STATUS**. If the circle is illuminated, pairing is successful.
   b. **If the devices are not communicating, it may be due to inactivity.**
      i. If the devices have not been in motion for 2 hours they will go into power-saving mode. Moving the Catchbox will restore the connection between the transmitter and receiver.

1 – Presenter Mic

2 – Catchbox
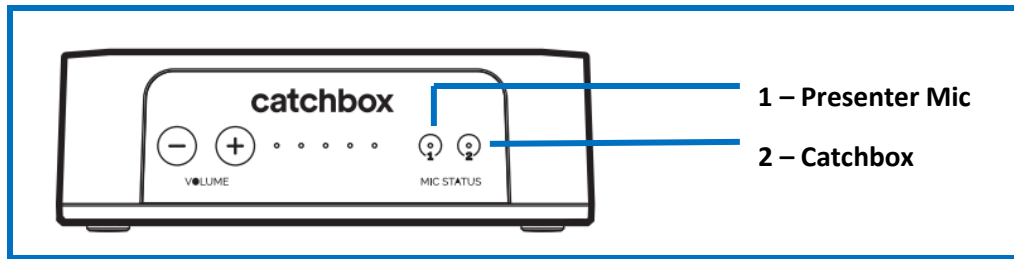
USE THESE DIRECTIONS ONLY IF THE DEVICES ARE NOT PAIRED

Pairing Transmitter and Receiver

1. Make sure that both devices are turned on and located withing 3 m / 10 ft of eachother.
2. On the **Transmitter** – simultaneously press and hold the volume up and down buttons.
   ii. LEDs on the Transmitter will display a sequence indicating that it is in Pairing mode and looking for the Receiver
3. While the Transmitter is in pairing mode, press the Pairing button on the **Receiver**.
4. Wait until the connection is established.
5. Once devices are paired the LEDs on both devices will light up steadily and the audio signal will be established.

Pairing Presenter Mic and Receiver

1. Make sure that both devices are turned on and located withing 3 m / 10 ft of eachother.
2. On the **Presenter Mic** – simultaneously press and hold the volume up and down buttons.
   a. LED on the Presenter Mic will display a sequence indicating that it is in Pairing mode and looking for the Receiver
3. While the Presenter Mic is in pairing mode, press the Pairing button on the **Receiver**.
4. Wait until the connection is established.
5. Once devices are paired the LEDs on both devices will light up steadily and the audio signal will be established.

CATCHBOX | STEP 5 – ZOOM CONNECTION

1. **Log into Zoom**
   a. Use the SSO login
   b. Input GVSU network username and password

2. Go to **Settings** and select **Audio**
   a. Under Speaker, select **Extron HDMI (Intel(R) Display Audio)**
       a. Note: Online participants will be heard through speaker system; Catchbox speaker's voice will not be amplified through speakers.
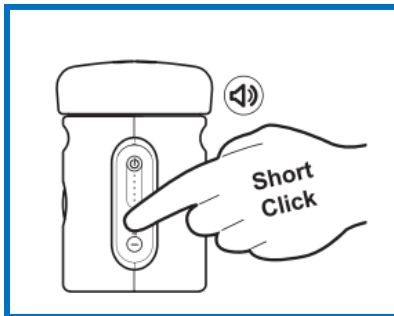   b. Under Microphone, select **Microphone (Catchbox)**
   c. Close the Settings window
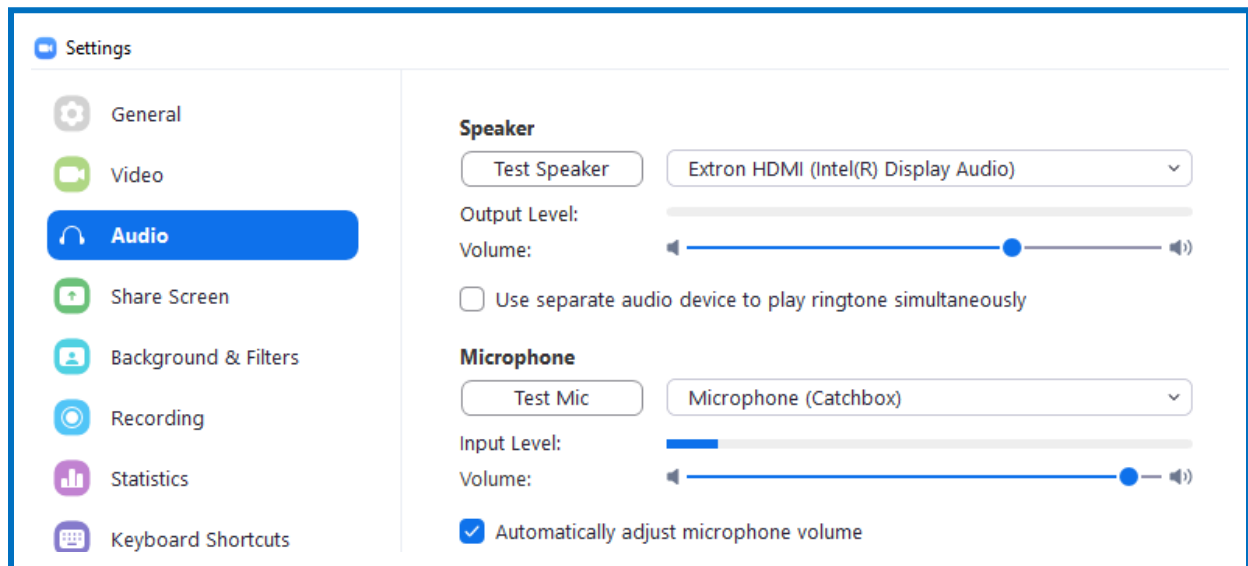
CATCHBOX | STEP 6 – ADJUST VOLUME
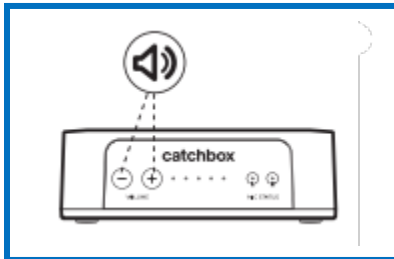
There are three ways to adjust the volume.

1. Transmitter

    a. Press the <<+>> or <<->> buttons located on the front panel of the Transmitter.

   b. LEDs will briefly light up indicating the volume level.

2. Receiver

    a. Press the <<+>> or <<->> buttons located on the front panel of the Receiver.

    b. Green LEDs will indicate the volume level.

    c. Red LED will indicate MUTE state for the audio.
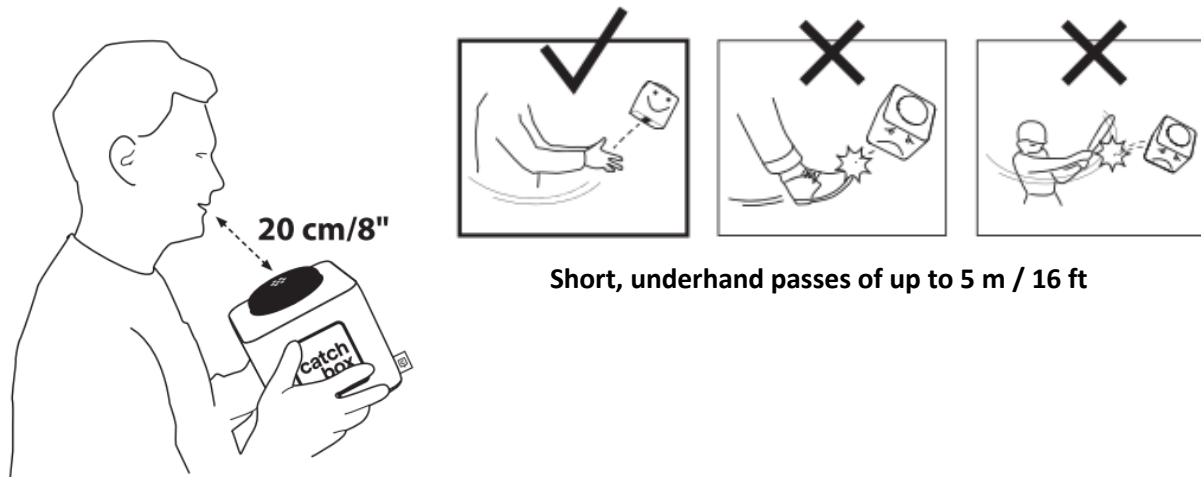

3. Presenter Mic

    a. Press the <<+>> or <<->> buttons located on the side of the Presenter Mic.

    b. To mute and unmute the Presenter Mic, fast click the power button on the side of the device.
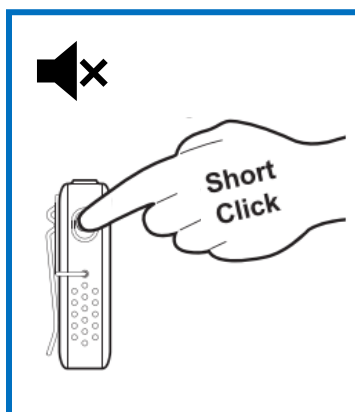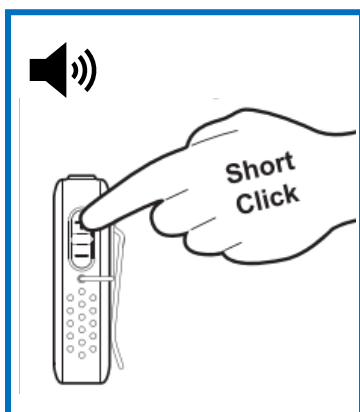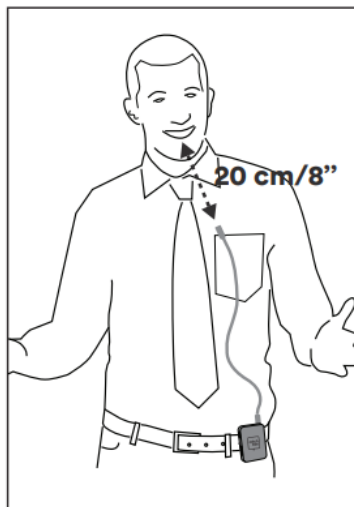
CATCHBOX | STEP 7 – PROPER USE

Catchbox

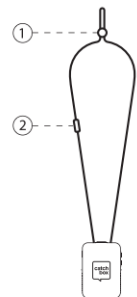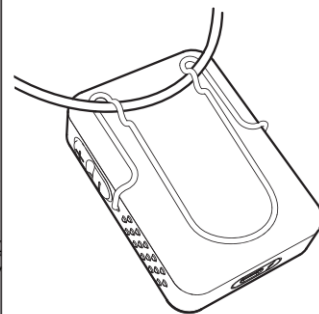**Short, underhand passes of up to 5 m / 16 ft**

Presenter Mic

Wear it around your neck using the lanyard.

Wear it attached to clothing (e.g. belt or pocket).

Setting the lanyard on the Presenter Mic

1. Length adjustment
2. Safety breakaway

Updated: 3/17/2022