**TPCMP Handout – Bluetooth Speaker Set Up**

***First Steps:***

The process to use the speaker is quite simple and straightforward. Speakers will be delivered fully charged; however, charging will be essential for future use of the device. To do so:

* Retrieve charging cable located in the speaker’s box.
* Plug the cable into the charging port located on the right side of the speaker.
* Plug the opposite end of the charging cable into a USB charging port.
* A light located on the right side of the speaker above the charging port will flash red when the speaker has a low battery and glows red steadily when the speaker is charging. The light will turn off when charging is complete.

***After Charging:***

Once the speaker is fully charged, it is ready to be used. To turn on the speaker:

* Locate the power button on the top left of the speaker.
* Hold down the power button for a few seconds. A chime will notify you once the speaker is on.

***Pairing A Device & Key Functions:***

* To pair a device to the speaker:
	+ Hold down the Bluetooth button located on the top right of the speaker. A light located on the front of the speaker will blink, signaling the speaker is ready to pair. In your device’s settings you will pair to the speaker, which can be identified by the name “ANKERSOUNDCORE”. Once paired the speaker will chime.
* To disconnect a device from the speaker:
	+ Short press the Bluetooth button located on the top right of the speaker.
* The play button located on top of the speaker functions as the play/pause, skip, and rewind buttons:
	+ Pause/Play: press play button once
	+ Skip Forward: press play button twice
	+ Rewind: press play button three times
* The speaker’s volume can be adjusted using the - & + symbols.
* To turn off the speaker:
	+ Hold down the power button. A chime from the speaker will notify you when the device is turned off.