Meetion

Keyboard layout diagram

⚠️ In the Mac system, the default shortcut keys are the function keys.
In the Windows system, the default shortcut keys are the function keys, F1 through F12.
When Fn Lock is enabled, you need to press Fn + [Shortcut Key] to activate the shortcut function. (Press Fn + Esc to enable/disable Fn Lock.)

Indicator	Status							
① ○ 🔋	Green light is on: NUM keypad is active Green light is off: NUM keypad is inactive Green light flashing rapidly: Entered 2.4G pairing mode Green light flashing slowly: Entered 2.4G reconnection mode	☼	Decrease brightness	☀	Increase brightness	▤▢	Multitasking	⊞	Win:Copilit/ Mac:Switching Applications
Ⓐ ○ ⁕1	Blue light is on: Caps keypad is active Blue light is off: Caps keypad is inactive Blue light flashing rapidly: Entered Bluetooth 1 pairing mode Blue light flashing slowly: Entered Bluetooth 1 reconnection mode	🔍	Search	🎤	Win: dictate /Mac: Siri	☾	Sleep	🔒	Lock screen
○ FN	Green light is on: FN lock is activated Green indicator light is off: FN lock is deactivated	◁◁	Previous	▷‖	Play&Stop	▷▷	Next	Esc	Function key locked
○ ⚡	Red light flashing rapidly: The device is low on power Red light is on: The device is currently charging Red light indicator is off: The device is fully charged	◁×	Mute	◁·	Volume down	◁·))	Volume up	🙂	Expression

⚠️ The keyboard will automatically recognize the computer system when connected to a computer. If the computer cannot automatically recognize the system, please manually switch the computer system.
Fn+W: Switch the keyboard to mac OS. Fn+Q: Switch the keyboard to Windows.

Power switch ON/OFF
Toggle the switch up to turn the device on and down to turn it off.

Mouse receiver storage compartment
We recommend storing the USB receiver in this location when not in use.

2.4G Connection Indicator (USB Receiver)
When in 2.4G connection mode, the green indicator will light up. You can then plug the USB receiver into the computer for normal use.

Bluetooth Connection Indicator
When in Bluetooth connection mode, the blue indicator light will flash. At this point, you can find the Bluetooth device name "Meetion_MS_BT1" in the Bluetooth settings on your computer. Once connected, you can use it normally.

Low Battery Indicator
Low Battery Status: When the device is low on power, the red indicator light will blink to remind you to charge the device.

Type Charging Port
Insert the Type-C charging cable into the charging port to charge the device. We recommend using the Type-C charging cable included with the device to connect to the USB port of a computer or a certified charger for charging. (Using a non-standard charger may damage the device.)

DPI Speed Switch Button
Pressing this button will switch between different mouse pointer movement speeds, ranging from slow to fast: 1200/1600/2400/3200/3800 DPI. The default DPI speed is set to 1600.
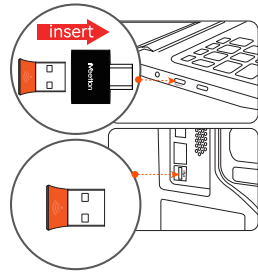
Charging Indicator
Charging Status: When the device is charging, the red indicator light will remain on continuously. Once fully charged, the red light will turn off.

Mode switching button
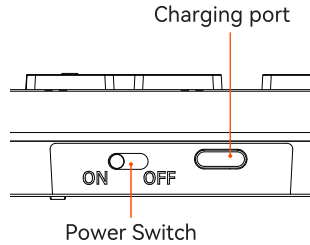Click: Switch the current connection mode.
(Switch order: 2.4G → Bluetooth 1 → Bluetooth 2)Long Press: Press and hold for 3 seconds to enter pairing mode.
(Note: There is no function available under the 2.4G channel.)
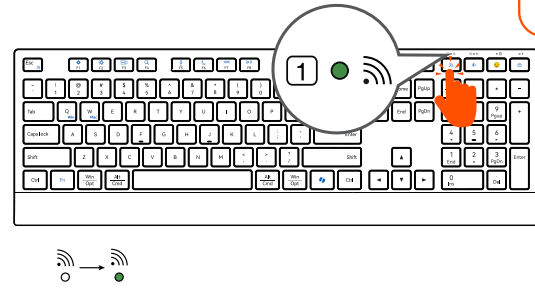
2.4G Mode Instructions

Charging port

Power Switch

ON   OFF

1. Plug the USB receiver into a USB port on your computer.

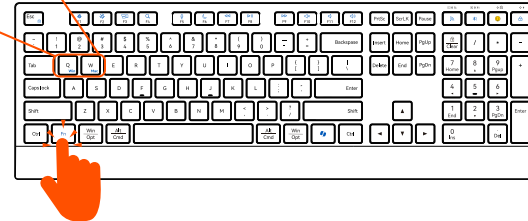⚠ The keyboard and mouse share a common USB receiver.

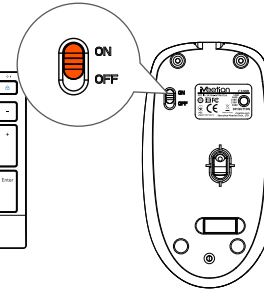**2.** Switch the keyboard power to the ON position.

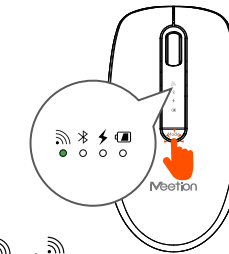**3.** Click 🔊 button to Switch to 2.4G mode, and the corresponding 2.4G indicator light will turn on.

| Fn | + | Q Win | = **Windows** | | Fn | + | W Mac | = **Mac** |

4. Press FN+Q to switch to the Windows system, and press FN+W to switch to the Mac system. All indicators will blink three times. when the switching is successful.
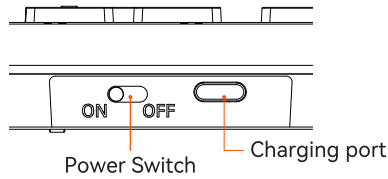
ON OFF

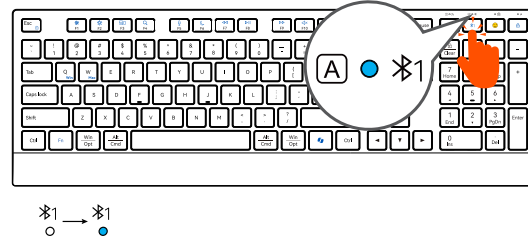**5.** Toggle the switch upward to the 'ON' position to power on the device.

6. Click the 'Mode Switching Button' to switch to 2.4G mode. The corresponding 2.4G indicator will light up green. Get ready!
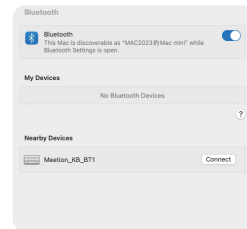
Bluetooth instructions

ON   OFF

Power Switch   Charging port

1. Switch the keyboard power to the 'ON' position.

2. Click ✱1 button to switch to Bluetooth 1 mode, the corresponding Bluetooth 1 indicator will light up blue and start blinking.
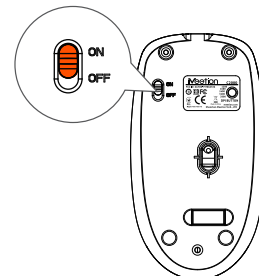
3. Find the device named 'Meetion_KB_BT1' in your computer's Bluetooth settings and connect to it. Get ready!

ON OFF

1. Toggle the switch upward to the 'ON' position to turn the device on.

2. Click the 'Mode Switching Button' to switch to Bluetooth mode. The corresponding Bluetooth indicator will light up blue and start blinking.

3. Find the device named 'Meetion_MS_BT1' in your computer's Bluetooth settings and connect to it. Get ready!

⌨ Keyboard

How to reconnect Bluetooth?

✱1 → ✱1

If you want to reconnect your Bluetooth keyboard, please click ✱1 button to switch to "Bluetooth 1" mode, and then long press ✱1 button again to make the blue light blinking, and then you can connect it in the Bluetooth settings!
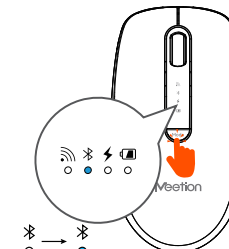
🖱 Mouse

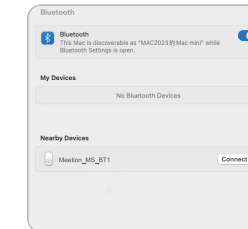**How to reconnect Bluetooth?**

✱ → ✱

If you want to reconnect your Bluetooth mouse, please click the 'Mode Switching Button' to switch to 'Bluetooth' mode. Then, long press the 'Mode Switching Button' until the blue light blinks, and connect to it in the Bluetooth settings.

⚠ If you experience a keyboard malfunction, you can press and hold the 'FN + Delete' key for 5 seconds to restore the keyboard to its factory settings.

GENERAL
All MEETION brand products comply with US FCC standards (FCC ID: 2A7O6-MT062726), EU CE standards, CAUK standards, and Bluetooth BQB certification.
The product is manufactured in accordance with RoHS standards.

PRECAUTIONS
1.This product contains a rechargeable lithium battery.
(1) Do not dismantle, strike, crush, or expose it to fire.
(2) Stop using it immediately if severe swelling occurs.
(3) Do not place it in a high-temperature environment.
2.Do not use this device near water.
3.Only use a dry cloth to clean this product.
4.Please follow the manufacturer's instructions for use.
5.If the device is damaged,for example,if liquid enters it,if it gets wet in the rain or becomes damp,or if it cannot operate normally,it must be repaired.For repair matters,it should be entrusted to qualified maintenance personnel.

KIND TIPS
If the product is not in use for an extended period, it is recommended to charge it every three months to activate the lithium battery and prevent battery failure due to prolonged non-use.

Ⓜeetion
TECHNICAL SUPPORT
Having technical problems with this product?
Send an email to service@meetion.com
For more information please visit:
www.meetion.com