



Wireless Microphone Instructions

Several different types of wireless microphones are in use around campus. The following instructions may differ slightly between microphones.

1. Locate the wireless microphone, usually stored in a black pouch in the podium.
2. For the lavalier microphone, clip the belt pack on your belt or outside of your pocket, and clip microphone at the center of your chest, about 8"-10" from your chin (see pictures below).
3. Flip the switch to "ON". The battery status light will light up. Replace battery if the red light is lit.
4. For the hand-held microphone, hold the microphone about 8"-10" from your chin, and flip the switch to "ON". The battery status light will light up. Replace battery if the red light is lit.
5. Adjust volume using the MIC VOLUME buttons on the touch panel, or the appropriate VOLUME knob.
6. On the touch panel, press the MUTE button by the mic volume buttons to mute the microphone. Press MUTE again to cancel muting.

Microphone and Body Pack placement

	
<p>-Microphone is placed in center of chest, about 6" from mouth.</p>	<p><i>-Do not place microphone to side or above mouth or on collars.</i></p>
<p>-Top of microphone is pointed towards mouth.</p>	<p><i>-Do not point top of microphone away from mouth.</i></p>
<p>-Body Pack is hooked on outside of clothing.</p>	<p><i>-Do not place body pack inside pocket or clothing.</i></p>
<p>-Body pack antenna (If present) is hanging straight down.</p>	<p><i>-Do not allow body pack antenna (If present) to become bent or coiled around body pack.</i></p>

Checking Battery Level

Several different wireless microphones are in use around campus. Most have some sort of LED indicator to show battery power. Green lights indicate good battery power, amber or red indicates battery needs replacing. If the microphone has just one red BATTERY light, the light should briefly light up when first turned on. If the BATTERY light does not flash at all, or stays lit up, the battery should be replaced.

A new battery should last for 8-10 hours of constant use. Depending on frequency of use, batteries may never need to be replaced, replaced every month, or once a week. Contact Classroom Media Support when battery supply runs low.

Unless the microphone is working improperly, please DO NOT replace batteries before they are completely drained.

Always turn off the microphone after use!