



# MICROPHONE USER GUIDE

A microphone kit can be borrowed at the main circulation desk. All microphones are "plug-and-play" and the volume cannot be adjusted.

The lapel mic and wireless mic are battery powered. There are extra batteries in the kit if needed.

**Lapel mic (figure A):** Clips to shirt. Hold down the power button on top of the battery pack until it lights up green, and ensure the switch on the side is set to "mic." Hold down the power button to turn off when done.

**Wireless mic (figure B):** Handheld. Hold down the power button on the side of the mic until the indicator turns green. Hold down power button to turn off when done.

**TIP:** If not working, make sure the correct channels are set. Lapel mic should be set to 5,2 and wireless mic to 5,5.



To use the regular wired mic or podium mic, plug them into one of the ports pictured below (figure E).

**Podium mic (figure C):** There is a stand at the podium to hold the mic when in use.

**Wired mic (figure D):** Handheld.

Please neatly resecure cables when done.

The ports for the wired mics can be found on the wall to your right, below the projector screen.

**Note:** Make sure to line up the prongs correctly and hold down the push tab on the wall port when inserting. Hold down push tab again when releasing.

