

## Using Classroom Microphones

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This lesson will cover the use of the various classroom microphones you may encounter.

### Podium Microphone



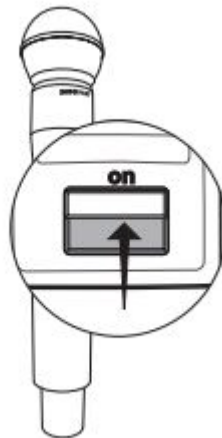
Be sure to turn on the mic (1). A small green light will indicate it is on (2)

Be sure that the person speaking 6 to 10 inches from the Mic and that it is pointing towards this persons mouth

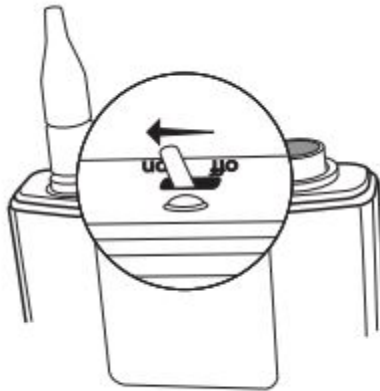


A quick way to judge this is the "Hand rule".

Wireless Handheld and Lavalear Microphone Power On/Off

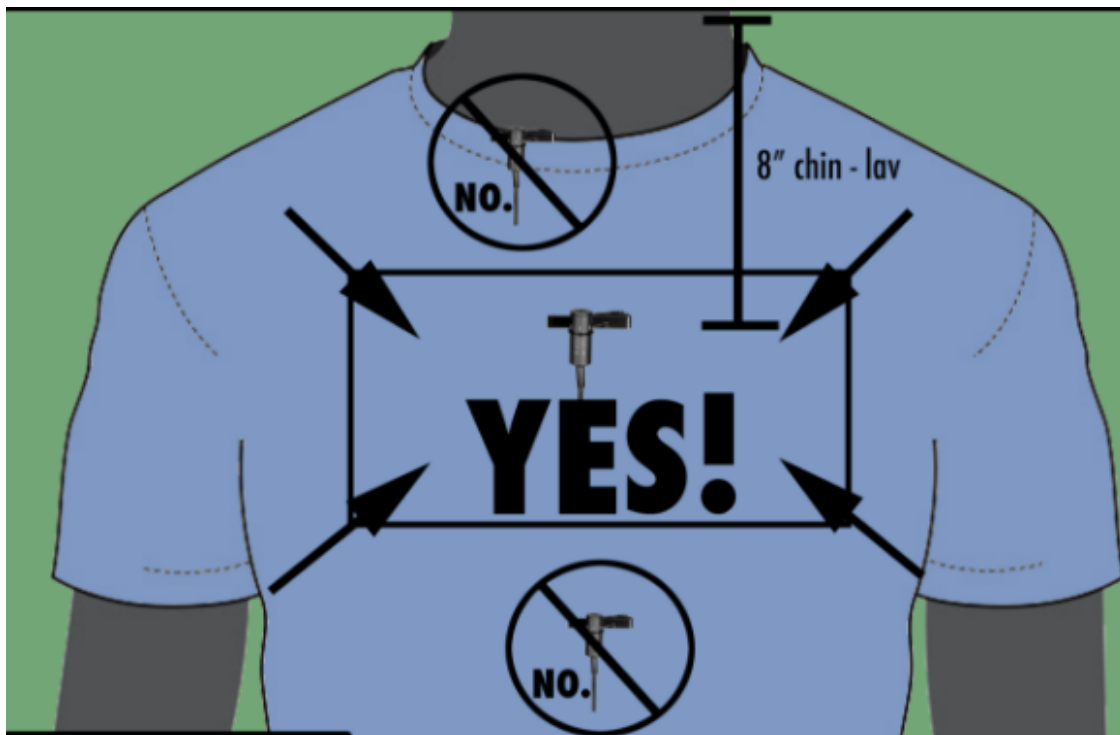


To turn on this Hand Held microphone flip the switch to the **ON** position.



To turn on this Lavalier microphone flip the switch at the top to the **ON** position.

**Placement of the Lavalier microphone is critical.**



It should be positioned 6 to 8 inches below the chin.

**Tabletop microphones ( 2 types )**

### Wireless Tabletop Microphones in N103 , N203



To use the microphone, press the “mic” button once and it will light up green. The microphone is now active. When you are finished speaking, press the “mic” button once more to deactivate your microphone. The “mic” button will again turn white.

Note : Four microphones can be active at any one time, allowing people to speak simultaneously. When

a fifth microphone is activated, the first microphone will automatically deactivate.

### Wired Tabletop Microphones ( N106,N111,N211,N306,N310,N314)



To use the mic press the "push" button once. A green light will indicate it is active. Press once again to deactivate.