Using Classroom Microphones - Update

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 person's mouth.

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

**Wireless Handheld and Lavilear 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.
To use the mic press the "PUSH" or "MIC ON/OFF" button once. A light will indicate it is active. Press once again to deactivate.