

## 🗣️ PLUG-IN MICROPHONE 🗣️

**\* REFER TO *System Start-Up* IN THIS MANUAL TO TURN ALL FUNCTIONS ON**

### 🗣️ TO BEGIN USE:

- ➔ Press **SYSTEM POWER ON** on touch screen monitor to turn all functions on
- 🗣️ **MUST press SYSTEM POWER ON for microphone sound to be heard!!!**
- ➔ Open Cabinet/ Drawer 3 and take microphone out of bag
  - ◆ *Microphone includes wire with 3-pronged plug at the end and clip on microphone piece*
- ➔ Attach clip-on microphone piece to clothing near mouth (or another audio source in lieu of mouth)
- ➔ Insert 3-pronged plug at end of cord into turquoise-colored audio socket labeled “MIC 1” built into desk under Cabinet/drawer 2
  - **Microphone will now be on and functioning**

### 🗣️ TO CONTROL MICROPHONE VOLUME:

- ➔ Press **MIC VOLUME**  $\Delta$  $\nabla$  arrows on touch screen;  $\Delta$  to raise,  $\nabla$  to lower

### ✕ WHEN DONE WITH USE:

- ➔ Push down and hold button located on socket to release microphone plug and pull out plug attached to microphone cord; let go of button
- ➔ Put microphone back in bag; place in Cabinet/ Drawer 3 and lock cabinet/drawer 🔒
- \* REFER TO *System Shutdown* IN THIS MANUAL TO TURN ALL FUNCTIONS OFF**

**🗣️ MUST Shut Down system when finished with a classroom!**