

# 🗣️ PLUG-IN MICROPHONE CAPABILITIES 🗣️

**\* 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!!!**

➔ Retrieve black microphone bag, and take microphone out of bag

◆ *Microphones not available in room; Must have own, personal wireless microphone for use*

◆ *Microphone includes wire with 3-pronged plug at the end and clip on microphone piece or a hand held microphone with wire and three-pronged plug at end*

🗣️ **MUST bring own wireless microphone for use!!! No microphone available in room!!!**

➔ If clip on microphone, attach clip-on microphone piece to clothing near mouth (or another audio source in lieu of mouth); if hand held microphone, hold microphone near mouth or another audio source or insert microphone into stand

➔ 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

**\* REFER TO *System Shutdown* IN THIS MANUAL TO TURN ALL FUNCTIONS OFF**

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