

## **Wir Microphone and AV Control Instructions**

Room # 10-250

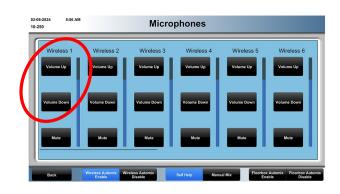
- \* Microphones can be found in the charging device located on or near the teaching station. One lavalier and/or one handheld microphone can be used simultaneously for speech reinforcement and/or LightWeight Lecture Capture.
- \* Lavalier mic users: Clip the microphone element to your shirt about three inches below the chin.
- \* Microphone is ON when the switch is set to" " and you see a green light.
- \* When class has ended, turn the microphone OFF set the switch to" 0". The green light will turn off. Return the microphone(s) to the charger.





- \* Set volume of each microphone using the AV Touchpanel located in the classroom. Microphones are labeled with corresponding channel. For example "Wireless 1".
  - 1. Tap "Microphones" on the left side of the home screen
  - 2. Adjust volume using using "Volume Up" or "Volume Down"







## \* IMPORTANT- RETURN TO CHARGER

Return the microphone into the charger to ensure the microphone is ready for the next user. You will hear and feel a satisfying click and see a red indicator light when the microphone is properly seated in the charger.

> **IS&T - Audiovisual Services** Emergency support for live classes: (617)-253-2808 Non-emergency AV-related issues: mitav@mit.edu