



# Microphone and AV Control Instructions

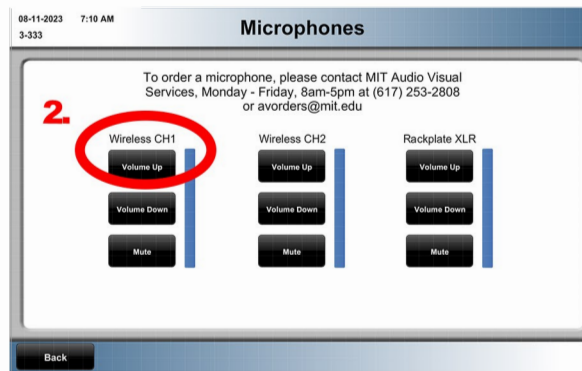
## Room # 4-163

- \* Microphones can be found in the charging device located on or near the teaching station.  
One lapel and/or one handheld microphone can be used simultaneously for speech reinforcement and/or LightWeight Lecture Capture.
- \* Lapel 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 “ O ”.  
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 CH1”.

1. Tap “Microphones” on the left side of the home screen
2. Adjust volume 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](mailto:mitav@mit.edu)**