

# Microphone Job Aid

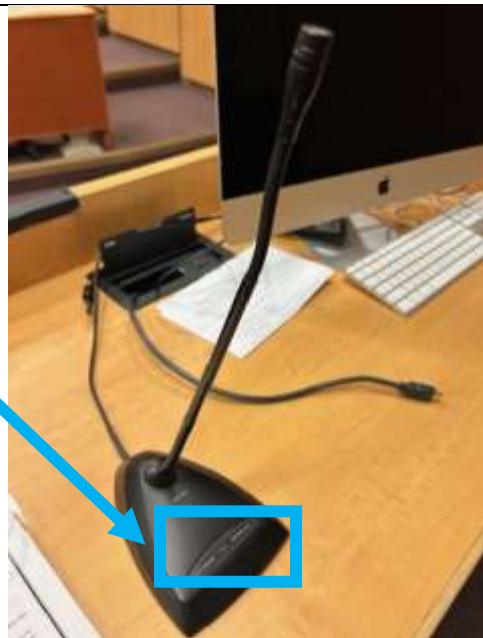
## Kennedy 119

There are three microphone options in this room available for use. First, you need to make sure the **AV Panel** (behind the podium) is **powered on** and that the **proper volume dial** is turned up:



### 1. Podium microphone

The AV Panel shown above must be ON; use the **"Teach Station" dial** to adjust the volume level. On the base of the microphone use the **"Push" button** to turn it on/off.



## 2. Lavalier (lapel) microphone

The AV Panel shown above must be ON; use the **"Wireless" dial** to adjust the volume level. On the **top** of the microphone, use the **power button** to turn it on/off.

The display panel shows the proper settings and the battery life.

**PLEASE REMEMBER** to turn OFF the microphone when done to preserve the battery

Spare batteries can be found in the hidden drawer on the left-hand side of the podium



## 3. Handheld microphone

The AV Panel shown above must be ON; use the **"Wireless" dial** to adjust the volume level. On the **front** of the microphone, use the **power button** to turn it on/off.

The display panel shows the proper settings and the battery life.

**PLEASE REMEMBER** to turn OFF the microphone when done to preserve the battery

Spare batteries can be found in the hidden drawer on the left-hand side of the podium

