

Microphone Job Aid

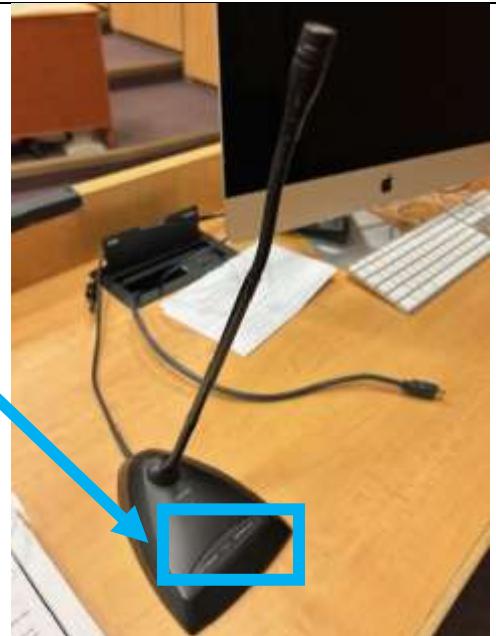
Kennedy 119

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

