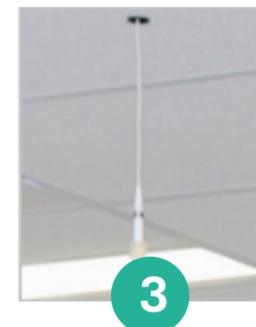
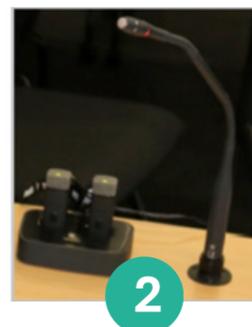


# How to use room microphones

How to use presenter & audience microphones in a Technology Enhanced Learning (TEL) space

There are three room microphones:

1. two small portable lapel microphones;
2. a tall desk microphone; and
3. multiple audience microphones that hang down from room ceilings.



The Premium Lecture Theatres have more room microphones available (e.g. Catchbox, hand-held microphones).

## Portable Lapel Presenter Microphones

### Steps

1. Go to presenter's desk
2. Go to black microphone cradle called Revolabs
3. Pick up one of the two rectangular microphones
4. Green light will appear on top
5. Speak into microphone to check sound
6. Speak into microphone for class duration
7. When finished, return lapel microphone to cradle



## Desk Microphone

### Steps

1. Go to presenter's desk.
2. Go to tall black microphone stand affixed to the desk
3. Speak into microphone to check sound
4. Use for duration of class or interchangeably with lapel microphone
5. Leave room when finished; there is no off button



## Audience Microphone

### Steps

1. Touch the blue Crestron user interactive screen in the room.
  - Room monitors, speakers and cameras turn on.
2. At the very top of the Crestron touchpad, change the room mode from presenter mode to audience/ collaboration mode by swiping the circle to the right.
3. Move around the room to check that audience microphones work.

