Using the Wireless Microphone in Your Classroom

Many classrooms are equipped with a battery-powered, wireless "lapel" microphone. This device consists of a small transmitter pack and a small clip-on mic.

The transmitter, shown below, will be at the podium.

A small clip-on mic, shown below, will be wired directly into the transmitter.

Turning on the Wireless Microphone

To turn on the mic, simply press the power button on the top of the transmitter box:
Battery Health

The light at the top of the transmitter box will tell you if the batteries still have enough energy to power the mic.

You'll see a green light next to the power button when the mic is powered on and the batteries are good.

You'll see an orange light next to the power button when the microphone is muted.
You'll see a **red light** next to the power button when the **batteries must be replaced**.

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### Adjusting the Microphone Volume

You can adjust the mic's volume directly through the Crestron touchscreen (or button panel) at the podium. If the volume is turned up sufficiently, you will hear your voice amplified through the classroom speaker system.

You can also check the mic's volume inside Zoom's **Audio Settings**. You can get to this panel from within a Zoom meeting by clicking the upward-pointing arrow next to the microphone icon (at the bottom left corner of the Zoom window).

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### Muting the Microphone

You can mute the mic by quickly tapping the power button.
You'll see an orange light next to the power button when the microphone is muted.

**Turning off the Microphone**

To turn off the mic, simply press and hold the power button. You'll see the light on the top of the transmitter box will go out once the mic is powered off.

Please remember to power off the mic when you are done using it.

Also, please do not remove the mic from the classroom! It is configured to work only in its specific classroom.