

Below you will find some quick tips to help you make use of the lapel microphone when recording lectures and to ensure the microphone is ready for the next user



1. Microphone Dock: The lapel microphone can be found in the charging dock near the AV Touch Panel.

2. Indicator Lights: When docked correctly the red & green lights on the front of the dock will come on. The red light will go out when the unit is fully charged. **The red & green lights will not come on if the unit is not in the dock correctly.**

3. Battery Level: When turned on, the LCD screen on the front of the lapel microphone pack displays a battery level.

4. Power Switch: The power switch is on the top of the lapel microphone pack. The green LED on top will light up when the unit is turned on.

5. Microphone Positioning: The lapel microphone should be clipped onto your shirt centred on your sternum as shown in the picture. Incorrect placement will result in poor or patchy audio.

End of Session:

Please ensure the microphones are replaced correctly into the dock at the end of your session so that they are charged ready for the next session.

The red & green lights will not come on if the unit is not in the dock correctly