

## Learning Space Support user guide: Using lapel microphones

1. Remove the lapel microphone from the charging dock.



**Lapel microphone charging dock**

2. Open the front panel of the lapel by pinching the buttons on both sides.



**Opening the front panel of the lapel microphone**

- Press and hold the **ON/OFF** button for 1-2 seconds until the screen lights up.



#### Turning on the lapel microphone

- Ensure that the switch located at the top of the belt pack is **not** switched to **MUTE**.



Location of mute switch on the lapel microphone

- When you have finished using the lapel microphone, return the microphone to the charger, pushing down until a solid red light appears. The microphone will automatically turn off.
  - Ensure a solid red light appears on the charger to indicate charging. If the light is blinking, remove the microphone, wait 2-3 seconds for the blinking light to disappear, then push the microphone down until a solid light appears.
  - The microphone only fits one way into the charger – align the dots (if present) on the charger and on the microphone, then push down.



Lapel microphone charging dock

## Mic volume control using the touch panel

All microphones (lectern, lapel and hand held) in learning spaces with touch panel control systems can be adjusted using a single volume control.

Microphone volume controls are accessible from all touch panel pages via the **Room** button.



Use the two arrows to raise or lower the volume of the microphone.

If the microphone starts to feedback, lower the volume.



**Room menu**

If you require audio visual support, please contact the Learning Space Support helpdesk on **x47064 (or 834 47064)**.