Voice amplification equipment/microphones are available in select classrooms.* The equipment will be located at the instructor station.

*Specific rooms can be found by using the online Classroom Features Search tool by selecting the “Instructor Microphone” box in the “Additional Features” section.

**THREE TYPES OF MICROPHONES: LECTERN-TABLE, WIRELESS, RECHARGEABLE**

**LECTERN - TABLE MICROPHONES**

Use the button near the base of the microphone to unmute or turn on the microphone.

*Please Note: The microphone volume is optimized for the classroom and is not user adjustable. The projection system “Audio Mute” and volume controls do not affect this microphone.*

If the microphone is not working, please call the Classroom Support Hotline at 612-625-1086.

**WIRELESS MICROPHONES**

1. Clip the microphone mouthpiece to your shirt, about 3 inches directly below your chin.
2. Turn on the microphone. (For some models, you need to press and hold the power button for a few seconds.)

*Please Note: The microphone volume is optimized for the classroom and is not user adjustable. The projection system “Audio Mute” and volume controls do not affect this microphone.*

If the microphone is not working, first try changing the batteries. Spare batteries are kept in either the drawer with the microphone, or in the pocket of the instructor station.

If you use the last set of spare batteries, or if changing the batteries does not solve the issue, please call the Classroom Support Hotline at 612-625-1086.

**RECHARGEABLE WIRELESS MICROPHONES**

1. Locate the microphone in the charging base at the instructor station. The charging base may be in a drawer.
2. Remove the microphone from the charging base and clip it to your shirt, about 3 inches below your chin.
3. Use the button on the microphone to unmute or mute the microphone.

*Please Note: The microphone volume is optimized for the classroom and is not user adjustable. The projection system “Audio Mute” and volume controls do not affect this microphone.*

4. Please note: The LED indicator light on the top of the microphone will indicate its status:
   - If it is blinking red, press the side button to unmute it.
   - If it is solid green, the microphone is charged and on.
   - If it is blinking yellow/green, the battery is low.
   - If it is solid red, the microphone is not fully charged.
   - If it is blinking with any other combination of colors, there is a problem with the microphone.

If the microphone is not working or is not charged, return it to the charging base and call the Classroom Support Hotline at 612-625-1086.

5. When finished using the microphone, return it to the charging base to ensure that it remains charged for the next instructor.

6. Note: If you travel more than 65 feet from the charging base, the unit will turn off and emit an alarm beep to alert you to return the microphone to its charging base.