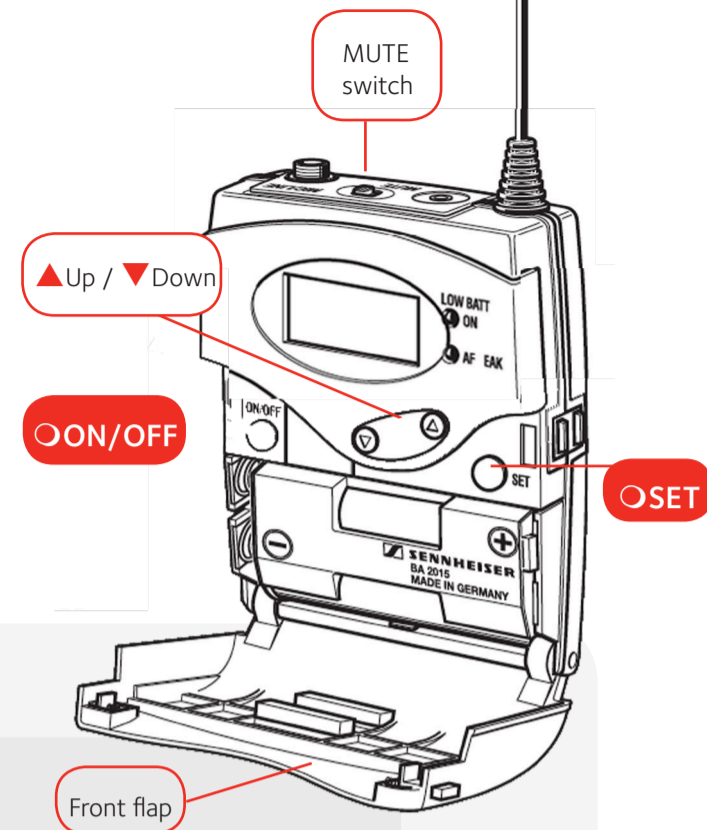


How-To Guide

Using the wireless microphones



Getting started

1. Tap the touch panel screen on the front desk to activate the system
2. Remove a handset from the charger. A green light on the charging station means that the handset beside it is fully charged. A red light means that it is partially charged
3. Clip the small microphone to the front of your shirt
4. Open the front flap of the handset and hold down the "on/off" button until the screen on the front of the handset lights up

Volume control

To control volume in

1. Tap the "Audio" button on the bottom right hand side of the touch panel
2. If the speaker icon next to Radio Mic is red, tap it once to turn it on (green is on)
3. Slide the bar next to the speaker icon to adjust the volume

To control volume on lecture capture

1. Slide the "mute" switch on the top of the handset until "mute" appears on the front screen of the handset

Turn off handset and shut down

1. Open the front flap of the handset and hold down the "on/off" button until the screen on the handset goes blank
2. Wind the microphone cord loosely around the handset and place it in the charging station.

Push into the charger until a red or green light appears on the charger next to the handset

3. Tap "exit" on the touch panel screen on the front desk
4. Tap "shutdown"

For further assistance

Call AV Support on extension 56464