Using microphones

Using the fixed learning space microphone

To use the fixed microphone

1. Adjust the flexible neck of the microphone so that the unit is pointing upward and towards your face.

2. Adjust the volume using the **Volume** panel or press the **Volume Preferences** button on the large touch screen.

From the **Volume Preferences** panel, each microphone can be adjusted individually or muted without affecting other settings.

It is important to stand directly at the fixed microphone while delivering a presentation. For users wishing to move around the space, wireless microphones are recommended.
Using the wireless microphone

Wireless microphones are available for two purposes: voice reinforcement and lecture recording. In smaller learning spaces without voice reinforcement capabilities, wireless microphones are used to record lectures and other presentations.

There are three types of wireless microphones in use at QUT: standard lapel microphones, handheld microphones and compact microphones.

The standard lapel microphone consists of a transmitter pack and clip-on microphone head.

To use a lapel microphone

1. Locate the charging dock on the teaching station. A green light indicates that the microphone is fully charged. In most cases, a charging microphone (indicated by a red light) can still be used.

2. Clip the microphone to your tie or lapel, ensuring the unit is pointing directly towards you and is not brushing against jewellery or clothing.

3. Clip the transmitter pack to your belt, ensuring the antenna is not brushing against clothing.

4. Switch the microphone on by pushing the two release catches together and pressing the On/Off button for about two seconds. A red light will appear momentarily – and then turn green.

5. Close the front cover. The microphone is ready for use. No further action is required to record.
To mute the microphone, press the **Mute** button at the top of the transmitter pack for about one second. The light will turn red. Press the button again to unmute the microphone. The light will turn green.

To control the volume, press the **Volume Preferences** button on the touch screen. Locate the panel for the wireless microphone and use the slider to adjust volume without affecting other settings.

**To use a handheld microphone**

1. Remove the microphone from the charging dock and unscrew the bottom half of the unit.
2. Press the **On/Off** button above the battery pack for about two seconds. A red light will appear momentarily – and then turn green.
3. Reattach the bottom half of the microphone. It is now ready for use.

The compact microphones are small clip-on units also known as 'lipstick' microphones.
To use a compact microphone

1. Locate the charging dock on the teaching station. A green light indicates a fully-charged microphone. A red light indicates that the unit is charging. In most cases, a charging microphone can still be used.

2. Lift the microphone out of the dock and wait for the light to turn green as the microphone initialises. This may take up to 20 seconds. The microphone is ready for use.

Clip the microphone to your tie or lapel, ensuring the unit is pointing directly towards you and is not brushing against jewellery or clothing.

To mute the microphone, press the Mute button on the front of the unit for about one second. The light will turn red. Press the button again to unmute the microphone. The light will turn green.

To control the volume, use the arrows or slider in the Volume window on the small touch panel.

At the end of the session please return each microphone to the charging dock and ensure the red charging light is on. This will ensure that the microphone is ready for the next user.