



How to: Guide Using Microphones in Classrooms

Background

The classrooms at CU South Denver offer microphones to enhance the instructor's voice through the room audio system. This guide will show how the different microphones are operated in the classrooms.

1. Each room will have one of the following or a combination of microphones depending on the room configuration:
 - a. Shure bag with a wireless lapel/hand microphone or gooseneck microphone

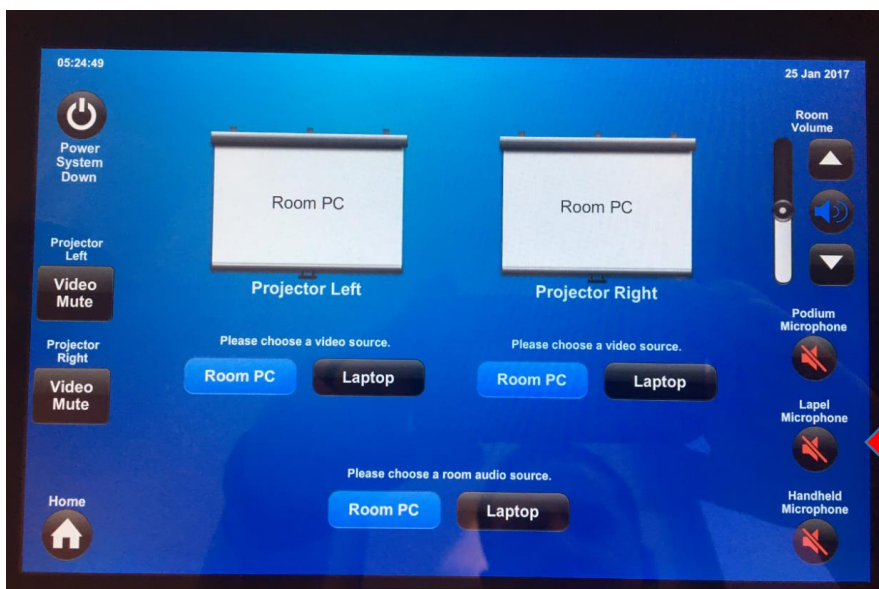


Wireless Microphones



Wired Stationary Microphone

2. To enable one of these microphones, it will need to be powered on and then enabled on the Crestron touch panel.

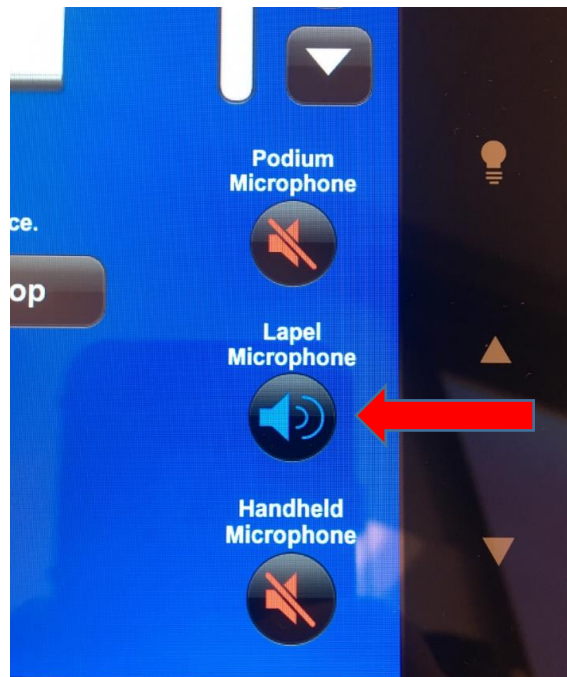


3. Tap the speaker icon that is associated with the microphone to mute or unmute it.

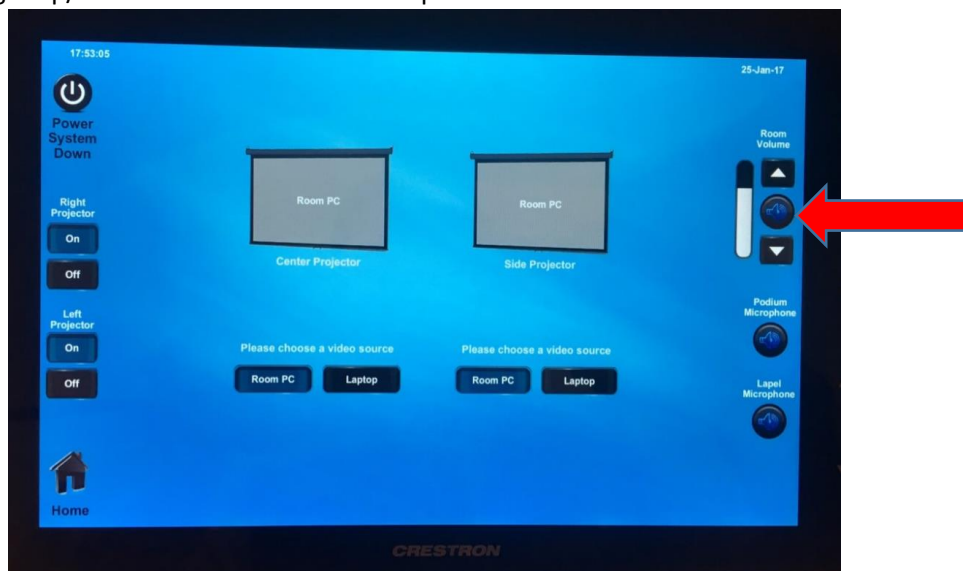


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4. The classroom audio system will now amplify the voice in the room.
5. The room volume may need to be turned up to hear the microphones. That can be achieved by turning it up/down on the Crestron touch panel.



TIP: Once the microphone is enabled, walk around the room while talking into the microphone to determine how close you need to speak into it or if you need to increase the volume on the Crestron touch panel.