

# RECORDING AUDIO IN UPGRADED CLASSROOMS

These instructions explain how to use the lavalier microphones and ensure audio is NOT muted (applies to upgraded classrooms 016, 202, 608, 802 and 803).

BEFORE you begin recording:

## 1. Check the battery level on the lavalier mic.

- a. If fewer than two bars are displayed (see Fig. 1), swap out batteries (per instructions previously sent).

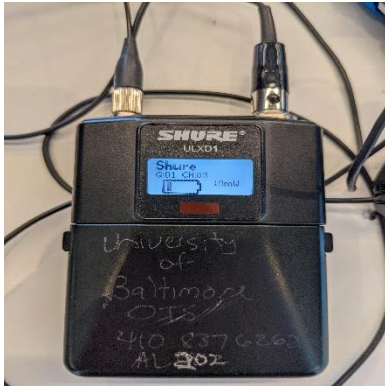


Figure 1

## 2. Check the “mute/unmute” status of the classroom microphones.

- a. On the touchpad home-screen, click “Settings” (see Fig. 2)
- b. On the “Settings” screen, in the “Audio Controls” section, make sure the “Volume Mute” section for each microphone is DARK BLUE, NOT Light Blue.
- c. Example: See Fig. 3 below. The first three microphones (“Ceiling Mics”, “Lectern Mic1” and “Wireless Mic1”) are all MUTED. Conversely, the other three microphones (“Wireless Mic2”, “PC In” and “PC Out”) are all UNMUTED (i.e., the preferred status for all mics).
- d. If any of the 6 microphones are MUTED (i.e., Light Blue), simply press on “Volume Mute” for each one to UNMUTE (i.e., DARK BLUE).

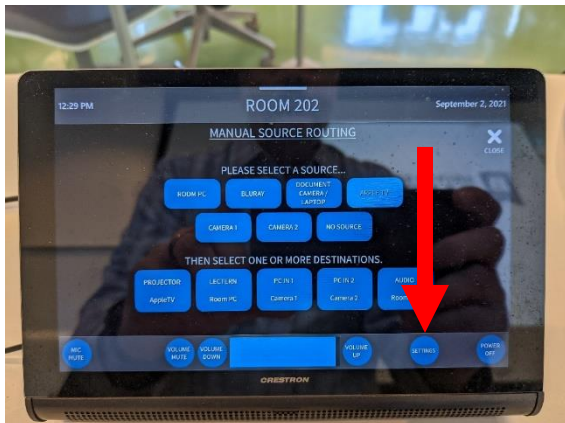


Figure 2

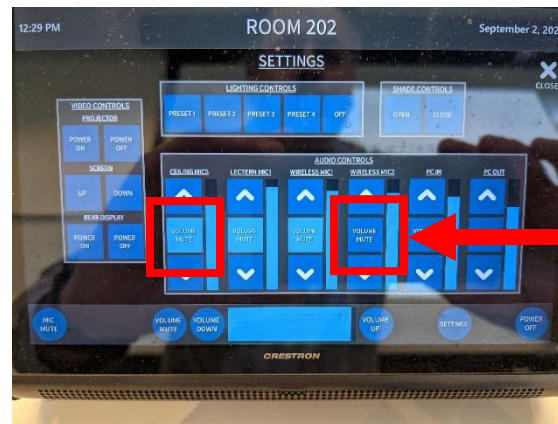


Figure 3

**UNMUTED**  
All mics should be dark blue, like this one.