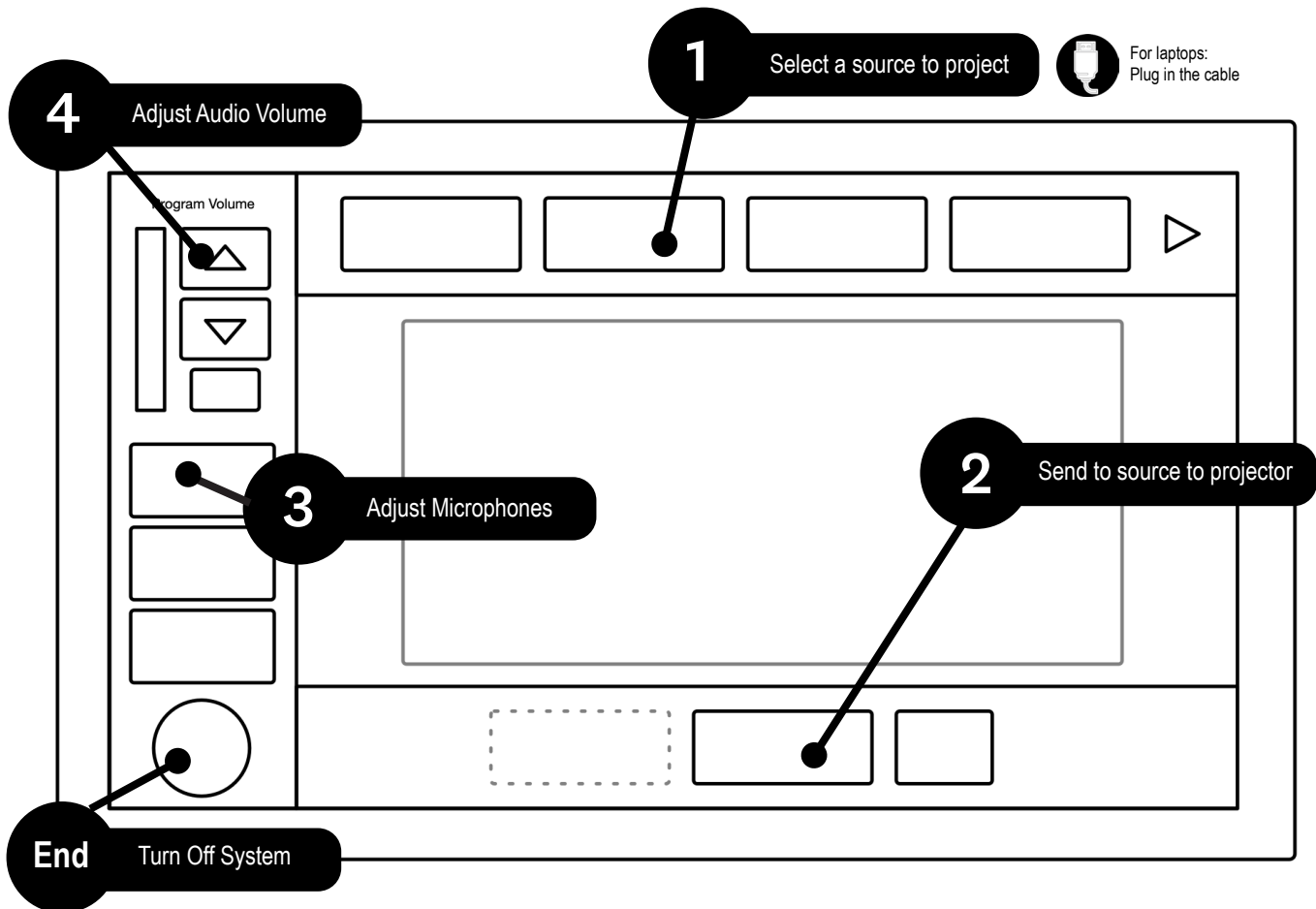


Classroom Technology Quick Start Guide



Microphone Usage

1. Take the mic(s) out of the microphone drawer
2. Turn on the microphone
3. Change the volume of the microphone by tapping on the microphone button on the touch panel
4. Change the batteries as needed
5. Place spent batteries in the manilla envelope in the microphone drawer
6. Turn off microphone after use

For video demonstration,
please visit our instruction site



In-class AV support
603-646-2999

Desktop Capture

1. Plug your computer into the AV system
2. Open the recording application
3. Set up the microphone, camera, and desktop
Note: when using the built-in microphone, stand within 3-4' of the computer.
4. Start recording
5. End recording and upload
Note: you may need to pause and start upload outside the classroom

