Using the lapel Microphone:

Check that the microphone is **on** – There will be a **red light** on the front.

If the microphone is not **on**, open the front by **squeezing the buttons** on each side.

**Hold the on/off** button until the screen **glows orange**.

Close the front of the microphone.

Check that the microphone is **unmuted** by looking at the **switch on the top**

Remember to **attach the microphone** to yourself and talk into the **microphone**

If you encounter any problems, please call AVS on Ext. 3220