

## how the equipment works ...cont.



Plugging in open (lavalier) microphone

### Microphones

Open microphone (or lavalier) - A presenter at an origination site would normally use the open lavalier microphone clipped to clothing. It is connected under the podium, using the top of two inputs on the left side under the podium. These microphones are very sensitive and will pick up sounds from several feet away. Alternatively, a touch-to-speak microphone can be used, connected at the lower of the two inputs. An open microphone can only be used at the origination site.

Student microphones - Students will use touch-to-speak microphones on their desks. (Review ICN Rules of Etiquette - Appendix 1.)

When a touch-to-speak microphone is activated, the incoming audio is not cut off but reduced a little in volume. In addition, the back monitor at the origination site will automatically switch to the site that last depressed a mic lever, indicating that someone wishes to contribute. The presenter will normally select the Remote button when they invite interaction from that site. If the lever is continuously depressed audio feedback and other distractions can result.



Student touch-to-speak microphone

Someone positioned at the podium at a remote site would need to use a student microphone, connected at the lower of the two inputs in the kneehole of the podium. To be seen they would select the Teacher camera on their touchscreen. A student microphone is another option for the main presenter at the origination site.



Using a student touch-to-speak microphone

## how the equipment works ...cont.



A teacher station

### Volume Control

The incoming audio volume is controlled by a rheostat knob in the knee-hole of the podium - usually on left side near the microphone input plugs. Position "5" is normal. If the volume is too loud feedback problems may result. It has no effect on the outgoing volume.



Auxillary inputs

Volume control  
rheostat

Microphone connection



Fiber phone

### Fiber Phone

All distance learning classrooms have a fiber phone with a three digit number by which any other classroom can be contacted, even when the video network is not 'live'. Each classroom has a directory that lists all operational sites with their numbers. The details are also listed in the Iowa Database web site. The fiber phone number is different from the classroom node number.