

MICROPHONE USAGE

Handheld Microphones:

- Power button located on the bottom of the microphone (green light on side of microphone indicates it is On)
- Hold microphone 3 finger-widths (about 2 inches) from your mouth
- Point microphone at your mouth, not at the ceiling
- Mute switch located on the side of the microphone (red light on side of microphone indicates it is Muted)



Lapel Microphones:

- Power button located on the side of the microphone
- Clip on 6-8 inches from your mouth
- Mute switch located on the top of the microphone

AVOID:

- Standing directly under one of the circular speakers on the ceiling
- Having a cell phone, key fob or other device that may emit frequencies on your person while using a microphone
- **Changing any settings on the microphones**

Personal Equipment:

- Renters and performers may bring their own audio equipment as long as:
 - It is not used in conjunction with library equipment, as this may cause frequency issues
 - Volume is kept at a reasonable level so as not to disturb other library patrons

If you are having any issues with the microphones, please alert a staff member to assist you.