MICROPHONES

The Mitre has 2 lectern mics and an additional set of wireless mics available for loan from the SIZ desk in the LRC.

When speaking into the mics your voice will be heard through the ceiling speakers and NOT through the black wall-mounted speakers. The mic levels for the lectern and wireless mics can be adjusted using the touch panel.

To quickly mute ALL microphones press the button. When this is red, all microphones are muted for the audience. Press again to un-mute.

Press to access the **Mics Control** screen:

Press to lower and to raise the level of a specific microphone.

To return to default level settings press the relevant **Reset** button below the mic level.
To exit the Mic Controls press the Home button.

TIP: When adjusting the volume levels for the microphones please be aware that you should do this with a listener at the rear of the room who can tell you that your voice is being heard ok. Do not adjust the levels based on what you at the lectern are hearing because the audience at the front hear your natural voice anyway and so for this reason the ceiling speakers are not sited near the front of the room.

WIRELESS MICROPHONES

A set of wireless microphones containing 2 Handheld mics and 2 lapel mics is loanable from the SIZ desk.

 Switch a Handheld mic on by pressing and holding the **red** button at the bottom of the mic until the display lights up. Switch off in the same way.

Red 'Power' button

 Switch a Lapel mic on by pressing and holding the on/off button beneath the front flip-cover until the display lights up – to open the cover press both sides of the cover with thumb and finger and pull up gently.

ON/ OFF button

There is also a Mute switch on the top edge of the unit. If the mic produces no sound make sure it is not muted.

When using a wireless microphone avoid close proximity to all other microphones and also the room's ceiling speakers and wall speakers – failure to do so can cause unwanted noise such as feedback, screeching and echo.

NB: A noticeable hissing sound can sometimes be heard – this is not the audio system, it is the room's air system and is most noticeable ¾ of the way up the steps towards the back, coming from below.
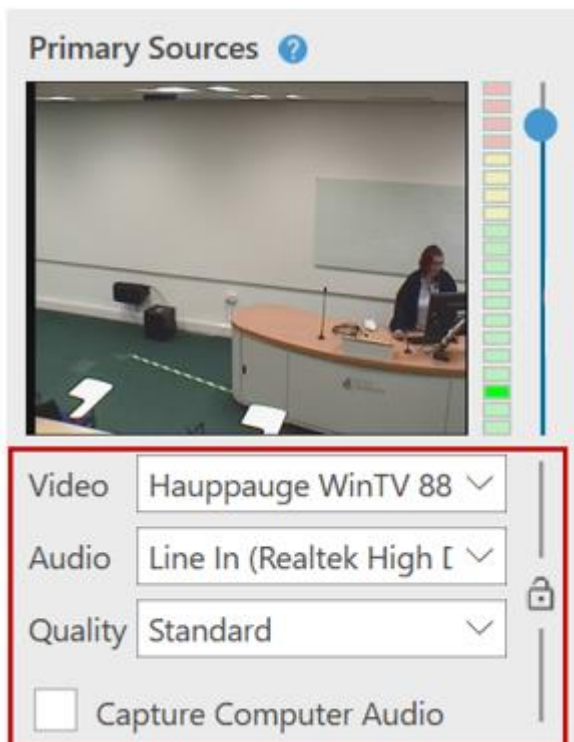
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PANOPTO and TEAMS

When using Panopto or Microsoft Teams on the Mitre computer to record a lecture or hold a videoconferencing call it should be noted that the microphone level controls on the Mitre touch screen only apply to the sound heard from the Mitre's ceiling speakers – they do not affect the microphone feed into the computer. A constant microphone level is sent to the hearing loop (for hearing aid users) and to the computer for Panopto, Teams, etc.
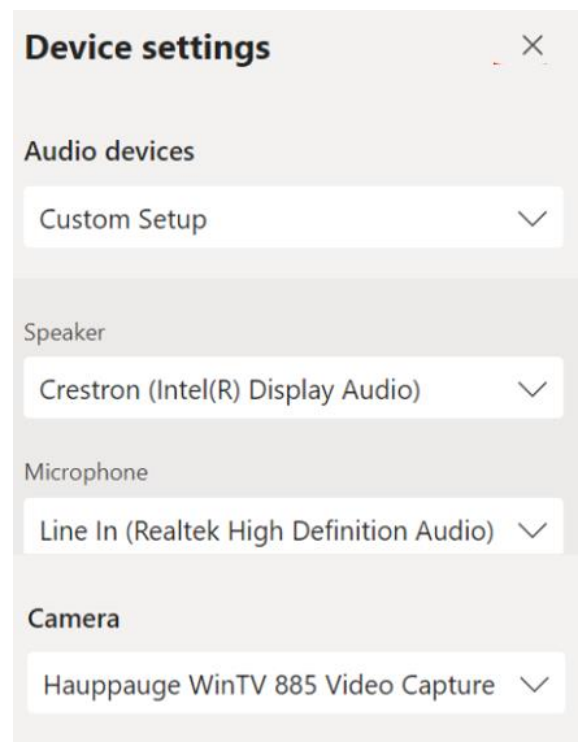
If any people wthin the room are joining a Teams call using a laptop, tablet or phone then to avoid interference and feedback noise they should either mute their device's audio or plug in headphones. It is also recommended that they do not sit below one of the ceiling speakers. Whenever they are not speaking they should mute their mic using the mic button within the Teams app.

Before starting your Panopto or Teams session on the Mitre computer check the software has the correct device settings. In Teams click the ⚙ cogwheel to show the Device Settings:

PANOPTO:

TEAMS:

In Panopto, adjust the mic level as required with the vertical slider. The colour meter gives a visual guide to the incoming sound level with red indicating too loud. If possible try a test recording in advance.

In Teams, when you are in a call the Device Settings will also show a meter below the Microphone choice to indicate the microphone level being received. Teams aims to auto adjust this level for you.

CAMERA

To reposition the Mitre's camera, press the Camera Control button on the touch panel and choose a preset or manually adjust the position and zoom with the controls. Press the Home button to exit the Camera Controls.