



MICROPHONE AND AUDIO DEVICES ASSISTIVE LISTENING SYSTEM

User Guide

GOOSENECK MICROPHONES

Gooseneck Microphones are located on the attorney table. Some courtrooms may have two microphones of different lengths.

1. Adjust the microphone to the appropriate height and angle.

Please speak 2-3 inches away from and directly in front of the microphone.



Speak directly into the mics and at an angle.



Too far away from the mics.



2. Use the button labeled “Push” to mute or unmute the microphone.

- *Green light means the microphone is unmuted, and no light means it's muted.*
- *Please mute the microphone when not in use for privacy.*





WIRELESS MICROPHONE

Each courtroom can receive up to two wireless microphones, as the quantity is limited. The two types of wireless microphones available are handheld microphones and lapel microphones.



HANDHELD MICROPHONE

1. **Press and hold the red power button located on the bottom of the microphone.**

The indicator light and the screen on the handle will light up when the microphone is ready.



2. **Hold the microphone higher up on the handle so your hand doesn't cover the transmitter on the bottom.**





3. **Speak clearly and keep the microphone 2-3 inches in front of your mouth.**



4. **To mute or unmute, use the switch on the handle.**



Unmuted



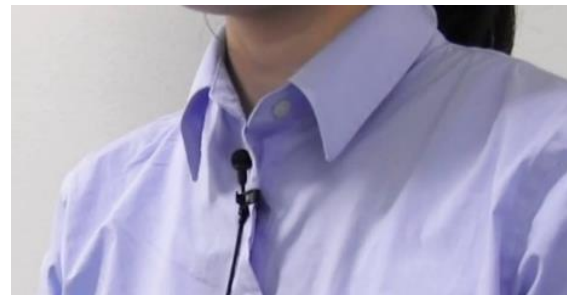
Muted



LAPEL MICROPHONE

When you receive a lapel microphone, you will also be given a transmitter that the lapel microphone is plugged into.

1. **Clip the lapel microphone to a collar or other part of clothing about 5-7 inches from your mouth.**



2. **Open the transmitter by simultaneously pressing both side buttons to release the flap.**



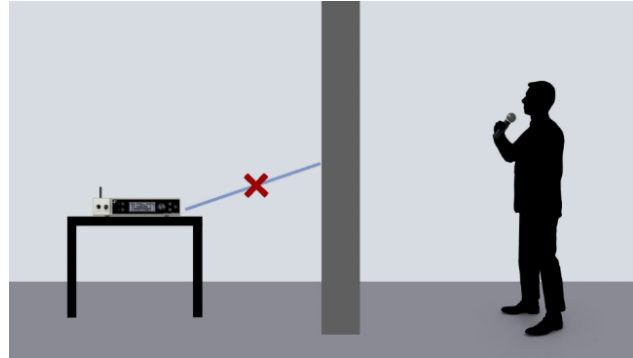


3. Press and hold the power button until the transmitter lights up.



4. Place the transmitter in a comfortable part of your clothing using the clip located on the back of the transmitter.

Avoid standing behind furniture or structures.



MOVABLE PODIUM

In a large courtroom setting, a movable podium can be available upon request. Please speak to court staff to check for availability.

