**Microphone Usage**

1. Take the mic(s) out of the microphone drawer
2. Turn on the microphone
3. Change the volume of the microphone by tapping on the microphone button on the touch panel
4. Change the batteries as needed
5. Place spent batteries in the manilla envelope in the microphone drawer
6. Turn off microphone after use

**Classroom Capture**

1. Visit dartgo.org/capture to schedule
2. Go to “Capture”/ “Record” on the touch panel
3. Select your Primary and Secondary sources to capture
4. Adjust the camera using the presets or manually adjust to your preference

*For video demonstration, please visit our instruction site*

**For additional instructions visit:**

dartgo.org/avinstructions

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**In-class AV support**

603-646-2999