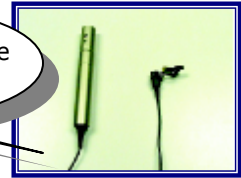


The *Presenter's* Cheat Sheet For the ICN Classroom

This is a lavalier microphone!



Teachers/Presenters

The lavalier microphone is only for use in the classroom being used as the origination site.

- ⚡ Once plugged in, the lavalier microphone is OPEN and does not mute!
- ⚡ It is very sensitive and will pick up sounds several feet away.
- ⚡ Each classroom has control of the volume on the incoming audio (position '5' is normal).

Some presenters prefer the push-to-talk microphone, since it's only open when the button is pushed.



Plug the microphone in here.

Stripes are out!



Watch What You Wear!

Wear solid neutral colors.
Not everything looks good on camera!

Avoid wearing:

- ⚡ Stripes (cause colors to strobe)
- ⚡ The color red (bleeds on the screen)
- ⚡ Solid white (too reflective)
- ⚡ Material with sheen

"P's and Q's" for Presenters and Participants

- ⚡ Face the camera when talking
- ⚡ Press the lever to activate the microphone
- ⚡ Pause briefly before you talk
- ⚡ Identify yourself before you talk for the first time
- ⚡ Speak in a normal voice 12 to 18 inches away from the microphone
- ⚡ No need to talk louder
- ⚡ Make sure you talk clearly



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