

Using the Shure Microphone Kit

This room is equipped with a new Shure microphone system for the purpose of amplifying your voice in the classroom. There are three components to the system: the receiver, the body pack, and the headset.

The receiver and the body pack were permanently installed in the classroom. All Shure headsets are being checked out from the library via [tech requests](#).

For assistance with any classroom hardware, please contact the Help Desk at 423-425-4000.

How to Plug Your Shure Headset Into The Body Pack

1. This room is equipped with a new microphone system that has rechargeable batteries.
2. You will need to plug the headset/microphone into the body pack:



3. Align the pins on the plug with the pins on the mic pack and insert until fully seated.
4. Switch the body pack on. There is a 2-3 second delay for the two items to link. Begin speaking.
5. When you are finished using the microphone, switch off and push the black release button and pull the plug out.
6. Please remove the battery from the body pack and place back in the receive to ensure it stays charged. Leave the body pack in the classroom and take the headset with you.

How to Change The Battery Of Your Shure Body Pack

1. To change out the battery, open the battery door on the bottom of the microphone:



2. Once you have removed the battery, on the front of podium you will locate the receiver. On the right side of the receiver, there is a charging port for the battery. Press the release at the bottom to eject the battery.
3. Insert the battery that requires a charge into the charging port, ensuring the contact points are pointed at the port. Push the battery in until you hear a click.



4. Take the new battery and insert it into the microphone pack contact points first and close the battery door.



5. The microphone is now ready to use with the fully charged battery.