Directions for using Roger Touchscreen Mics for Co-teaching, Small Group Instruction and when Connecting to an External Audio Source:

The Primary teacher mic is labeled with a #1 on the digital display and also with a tape label on the back of the unit (Primary). The Secondary Mic is labeled with a #2 on the digital display.

When using the teacher mics remember that in order for the Primary and Secondary Mics to work together they must be worn on the lapel with the lanyard around the neck. Both speakers/teachers should be audible to the student in this mode.

***The Secondary Mic will not work if the primary mic is not on (the primary mic may be muted, but needs to be on). A blue flashing light will appear on the secondary mic if this occurs.

***The Secondary Mic will not work if the primary mic is in group mode (see below). A blue flashing light will appear on the secondary mic if this occurs.

Small Group mode is available with the Primary Mic only. When this function is needed, it should be placed in the center of the table (laid down flat) to allow the student to hear others in a small group setting not more than 2 – 3 feet away. When the Primary Mic is in small group mode, the Secondary Mic cannot be used and a blue flashing light can be seen on the front of the device.

When the small group mode is no longer needed and the Primary Mic is placed back on the lanyard for regular use with the Secondary Mic, the blue flashing light will disappear and the Secondary Mic will be active again for co-teaching.

Listening to an external audio source when you have two mics

- Independent listening (i.e. student is using a Chromebook, personal computer)
  - The Secondary Mic may be used by the student to listen to an audio source that he/she will only be hearing. Plug one end of the BOCES 2 provided audio input cord into the bottom of the secondary mic and the other end into the audio source’s (i.e. Chromebook) headphone jack. This will allow the student to hear the audio from that
device through their DM receivers.

- **The Primary Mic must be turned on for this to work and be in the lanyard (hanging) position.** This will allow the student to hear both the external audio source and the teacher (if needed).
- The Primary Mic may be muted, but again needs to be on and in the lanyard position. **If the Primary Mic is off or in small group mode, the Secondary Mic will not function** and you will see a flashing blue light on the secondary mic.

- **Whole group listening (i.e. class is listening to audio from the smartboard where student needs to hear both the smartboard audio and teacher instruction)**
  - The Secondary Mic may be connected to the audio source via the BOCES 2 provided audio input cord through a SPLITTER (see picture). ***Please contact your district to obtain an appropriate splitter***

  - The splitter is inserted into the computer working with the smartboard at the site of where the smartboard audio cord is already connected. You then place the smartboard cord into one end of the splitter. The BOCES 2 provided audio input cord is inserted into the other end of the splitter cord (with the other end of the BOCES 2 audio input cord connected into port on the bottom of the Secondary Mic). This setup allows the student with the DM system to hear the audio from the smartboard through the DM system and the other students to still hear the audio out of the smartboard speakers.
- The Primary Mic needs to be turned on for this to work and be in the lanyard (hanging) position. This will allow the student to hear both the external audio source and the teacher (if needed).

- The Primary Mic may be muted, but again needs to be on and in the lanyard position. **If the primary mic is off or in small group mode, the Secondary Mic will not function and you will see a flashing blue light on the Secondary Mic.**

- If you do not have access to a splitter, the Secondary Mic can be hung in lanyard mode close to the speaker of the sound source.