Instructions for Cleaning Microphones (Fall 2020)

Touching the Microphone

After significant consideration and research of best practices ITS requests that foam covers not be cleaned. Instructors are encouraged to not touch the foam cover.

1. The flat, plastic surfaces of the microphone apparatus can be cleaned including the transmitter/battery box and the microphone clip just by wiping them down with disinfectant.
2. Cleaning or touching the foam cover is not necessary to attach or use the microphone. Instead, grasp the microphone clip to attach it to your shirt.
3. Use the clip to attach the main ‘box’ to your belt or other convenient location.

Microphone Location:

Microphones in ITS-managed rooms (about 30 of the 84 rooms have wireless microphones) have been upgraded and have excellent sound capture. They do not need to be clipped anywhere near the instructor’s mouth – middle of the shirt, sternum level, works well. Other microphones should be located in a location that sufficiently amplifies the voice.

Cleaning Recommendations

There are many touch points in the classroom for the instructor. Alcohol wipes or spraying disinfectant onto a paper towel is a good way to wipe down the lavalier, the keyboard, mouse, lectern surface, touch panel, monitor (if they need to adjust its position) and other surfaces.

Additional Resources:

- [How do I use a wireless microphone in an equipped multimedia classroom?](#)
- [What technology is in classroom spaces on the Moscow campus?](#)

Need Help?

Please contact [ITS Classroom Technology Services](#) for additional information.