

# Best Practices for Utilizing FM System in Class



**Defined:** an **FM (frequency modulated) system** is an assistive listening device used to help amplify sound so that a person with hearing loss can hear more clearly in noisy places, such as a classroom. It will transmit the sound from a faculty member's microphone to the student's earphones. This will amplify the sound for the student so that they have equitable access to classroom lectures.

## Contents:

- 1) Transmitter & lapel microphone unit worn by the person speaking [the instructor].
- 2) Receiver [earphones] used by the listener [student] to amplify the speaker's voice.

**Student Responsibility:** Provide Letter to Instructor to notify their instructor of their DRC academic adjustments. Check out devices from the DRC office. Make sure to give the transmitter & lapel microphone to the instructor before the start of class. Sit within appropriate range for best sound quality. Retrieve transmitter & lapel mic from instructor at the end of class. Make sure batteries are charged in both the transmitter and receiver devices.

**Faculty Responsibility:** Wear the lapel mic appropriately during class lectures and ensure that the transmitter is on and working. Review best practices for utilizing FM system to ensure effective use. Contact the DRC office/staff if any issues arise.

### **Best Practices for Faculty Utilizing the Device:**

- The transmitter has a body clip and a clip-on lapel microphone (first and third pictures on reverse side). Place the transmitter in a pocket or clip it to a belt or other article of clothing. It should not be placed near a cellphone or other wireless devices so as not to interfere with the signal.
- Make sure that the lapel mic is securely attached to a collar or article of clothing near the speaker's chest.
- Clip the lapel mic 6-8 inches directly below the mouth to avoid breathing noises. Detaching the mic/placing the mic off to the side should be avoided.
- Make sure the microphone is pointing towards your mouth.
- Repeat or rephrase any questions or comments from the class so that the student using the FM system can hear them.
- Be aware that all sounds will be amplified for the student. Avoid shouting, clapping, or emitting loud noises into your mic.
- Be careful with jackets and other floppy clothing. Attaching a microphone to a jacket that is moving around, or to the inside of the jacket, may cause rubbing and unwanted muffling.
- Be aware that necklaces may rub against the microphone and cause amplified muffling noises.
- Remember to remove the microphone before leaving the classroom or while having private conversations.



### **Additional Information:**

If you have any questions or concerns on how to utilize the FM system equipment, please visit us in the DRC office (CSS 106) or contact us at 951-372-7070 or [drc@norcocollege.edu](mailto:drc@norcocollege.edu)