Go to the producing desk and set up the mixing board.

To Use: (example)
Pot up Channel 6 the skype mic input or any of the Mics, Yellow, Red, Blue or Green

Make sure it’s routed only to Sub 2 Ceiling Speakers and Main Out

To change the track routing press the "Select" button

NOTE "SELECT" DOESN'T HAVE TO BE TURNED ON TO HEAR IT. POTTING UP THE CHANNEL WILL TURN UP THE VOLUME INPUT

Press Sub 2 and Main to route the audio channel to Sub 2 and Main outputs.

Example shown here.
Mic channels in the room are routed differently. Mics come in on channels 1-4.

Mics are labeled Yellow, Red, Blue and Green and that matches the color of the mics in the drawer in the A/V rack in the classroom.

Hit the select button on the channel and route that to Sub 1, 2 and Main.

Then make sure the Outs are potted up on Sub 1, 2 and Main.

Don’t ever want to route the Ceiling Mics to the Ceiling Speakers (Sub 2).
Don't ever want to route the Ceiling Mics to the Ceiling Speakers (Sub 2)