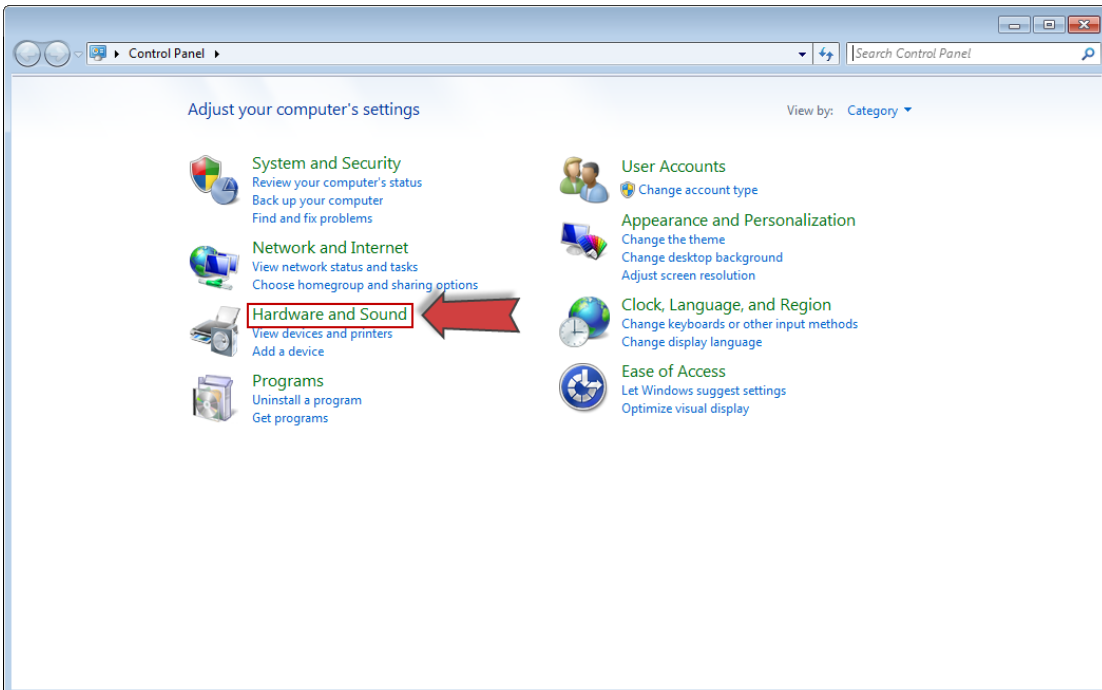


How to Check your Audio Settings (Windows 7)

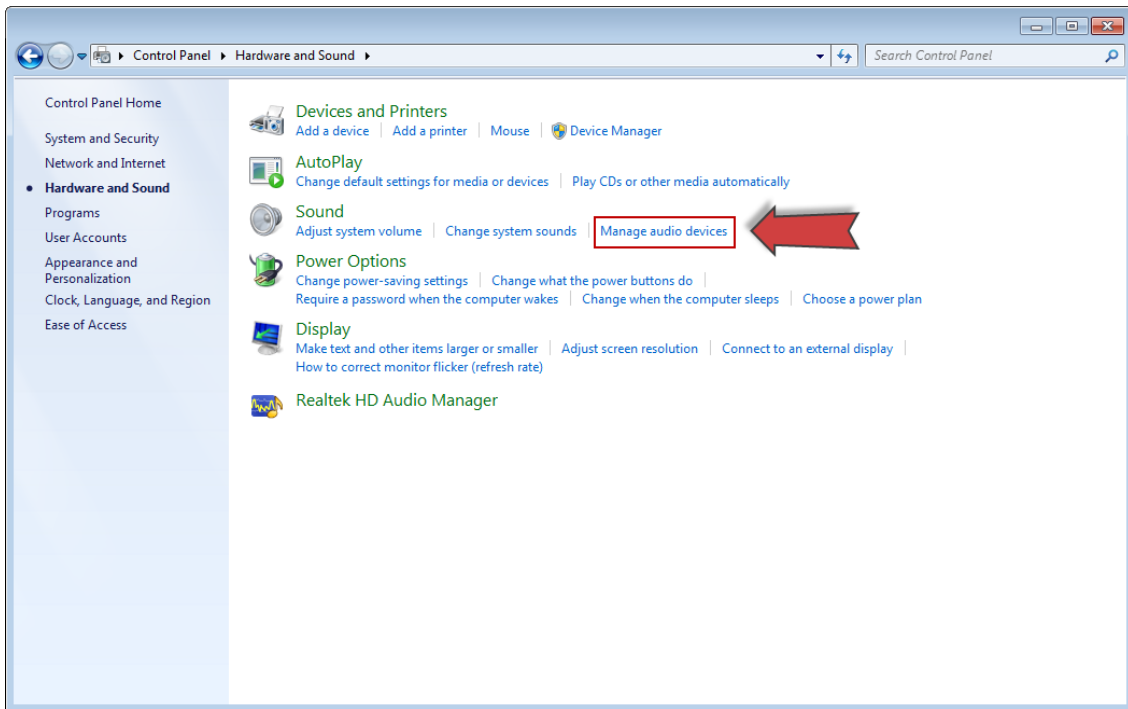
1. Go to the Start button, Control Panel



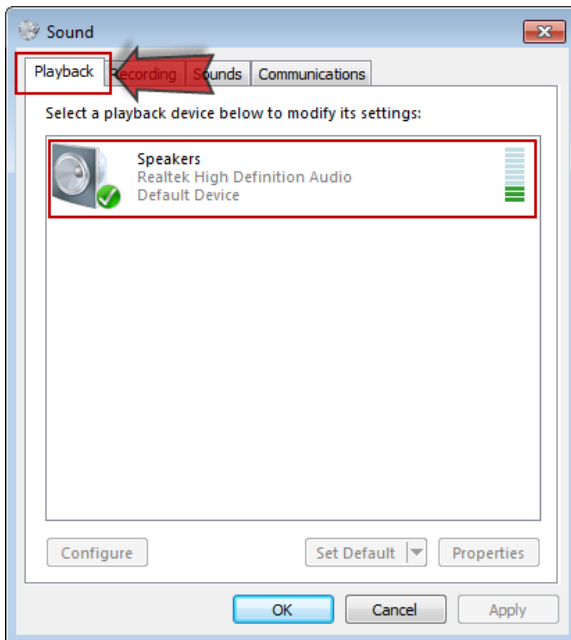
2. Click on Hardware and Sound.



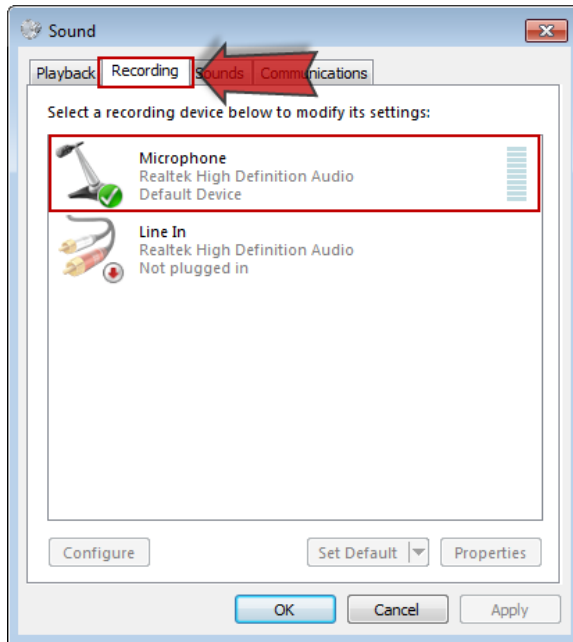
3. Click on Manage audio devices



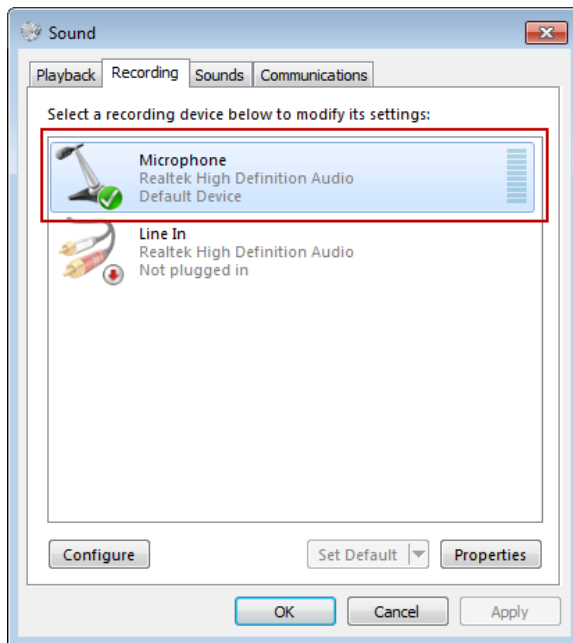
4. Notice you are on the Playback tab. This shows where your sound is coming from. In this example, sound is set to playback on the desktop speakers.



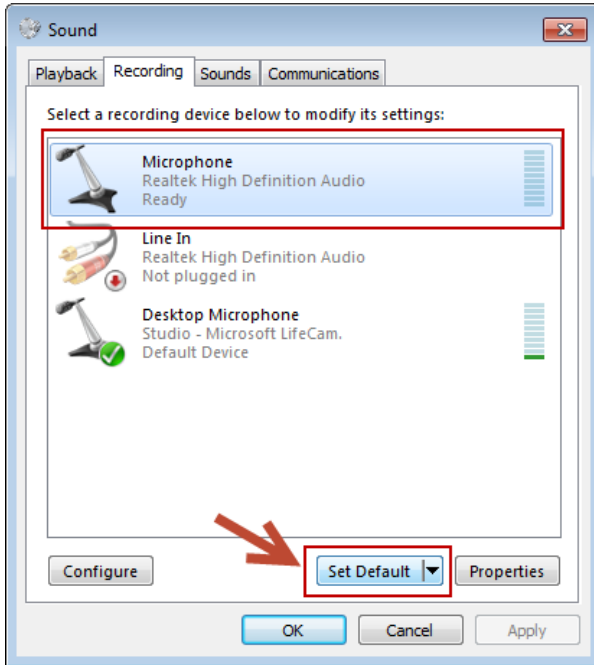
5. You can move to the Recording tab to check your microphone.



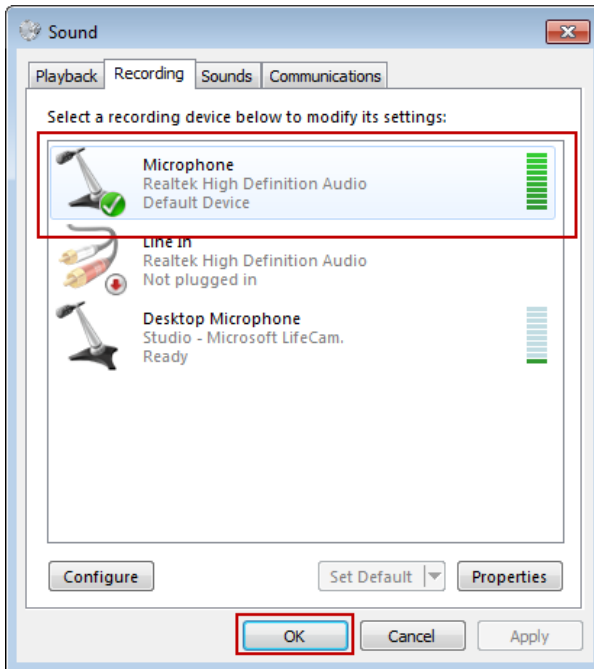
6. Make sure your microphone has a green checkmark next to it, indicating that your mic is set as the default.



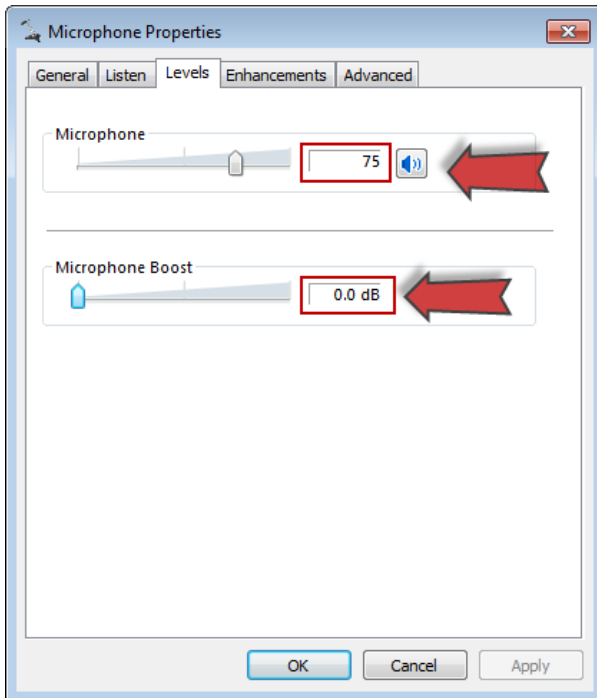
If you connect a different microphone, you may need to set it as the default mic. Simply, click on it so it is highlighted blue and then click Set Default.



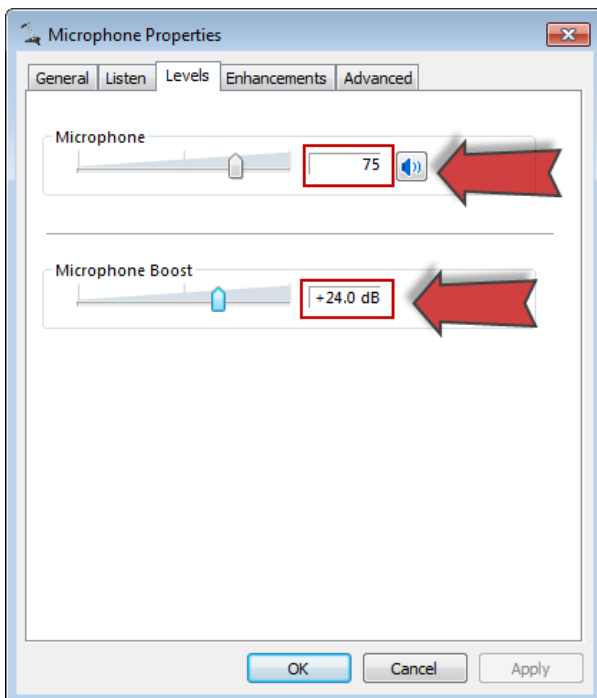
Once you have the green checkmark next to it and then click OK.



7. If the bar is green bar moves that means your audio is working correctly. If it is not moving, double click the name of your microphone.



If your Microphone or Microphone Boost is set to zero, drag the slider so that the mic is around 75 and the Microphone Boost is around +24.0 dB (decibels).



- When you click OK, the window closes, revealing the Microphone tab again. Your microphone should have green bars moving when you speak. Click OK and you are ready to use your microphone and speakers.

