## Steps for setting up the microphone

- **1.** Before you begin to set up the microphone ensure that the program you want to record in is shut down.
- 2. Plug in your microphone and wait until Windows knows it is plugged in (usually by providing a tone).
- **3.** Hover you mouse over the speaker icon on the right side of your task bar and click your Right mouse button.
- **4.** Left mouse click on the "Spatial Sound (off) menu item.

 Left mouse click on the "Windows Sonic for Headphones" menu item.



Or if the "Windows Sonic for Headphones" menu item is not available then click on the "Recording devices option.

Open Volume Mixer	
Spatial sound (Windows Sonic for Headphones)	
Playback devices	
Recording devices	
Sounds 6	
Troubleshoot sound problems	

Sectional

**Open Volume Mizer** 

Spatial saund (Off)

**Playback devices** 

**Recording devices** 

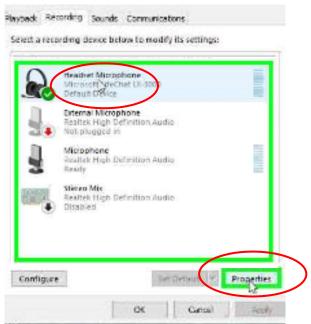
Troubleshoot sound problems

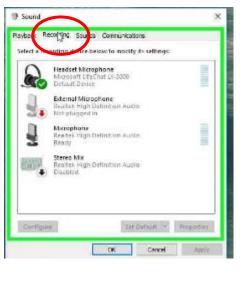
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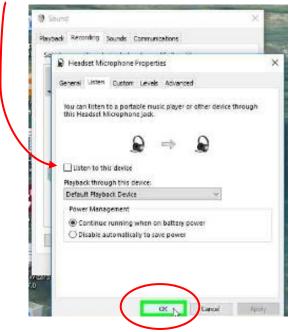
6. Left mouse click (select) on the Recording Tab and then select the Headset Microphone icon, then left mouse click (select) on the Properties button at the lower left of the Sound menu item.

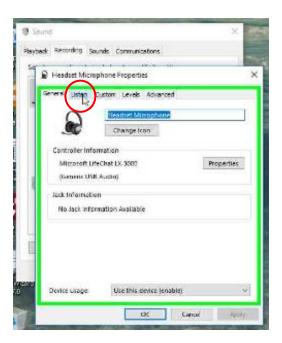




**7.** Left click on the "Listen" tab in the "Headset Microphone properties window."

And ensure that the Listen to this device box is unchecked. Then Left mouse click (select) the OK button at the bottom of the menu item.





- 9. Now select the Levels Tab in the "Headset Microphone
  - Microphone Properties" menu item.
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conding. Sounds Communications

Headset Microphone

External Microphone

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Protecties

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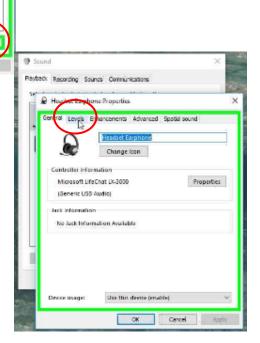
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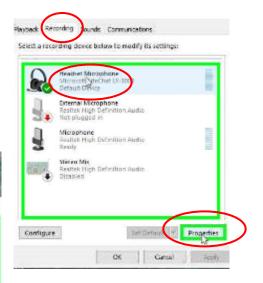
Playback Recording Sounds Communications

**10.** Turn up the microphone recording level to 100 and ensure that the speaker icon is blue in color. Then press the OK button at the bottom of the menu item.

Sound
 Rey[30k

- **11.** A. Now select the "Playback Tab",
  - B. then selct the Headset,
  - C. then select the properties button
- **12.** Select the Levels Tab.





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Headset Mil	crophene		100	1	
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**13.** Ensure that both the Headset earphone and Headset Microphone levels are set to 100.

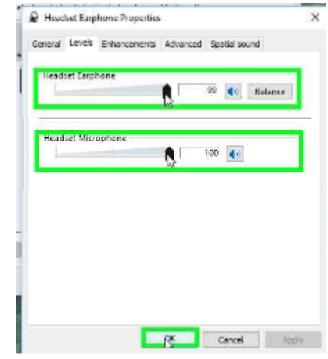
In addition ensure that the speaker icon is Blue. If it is red like the picture below, simply click it to turn it blue.

|--|

Then select the OK button at the bottom of the menu item.

14. Select the OK button and you can now open your PowerPoint or Photostory program and begin recording.

REMEMBER THAT THIS PROCESS WILL NEED TO BE COMPLETED EVERY TIME YOU PLUG IN A NEW HEADSET OR MICROPHONE.



~	ayback device below to modify its settings:
	Headset Earphone Microsoft Life Chat, LK-2000 Default Device
8	Headset Earphone Microsoft LifeChat LK-3000 Default Device Speakers/Headphones Realtet High Definition Audio Realty

**Special note regarding PhotoStory:** 

Do not open PhotoStory without first setting up your microphone – even if you are not planning on recording because the program needs to recognize a working microphone before it will play your narrations.