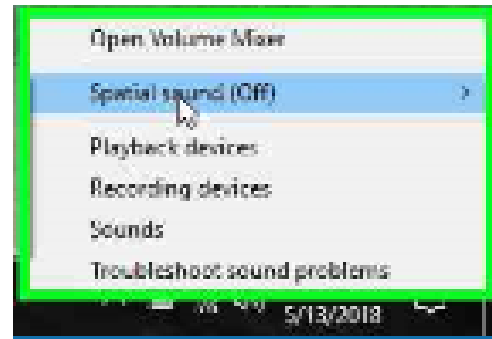


Steps for setting up the microphone

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.



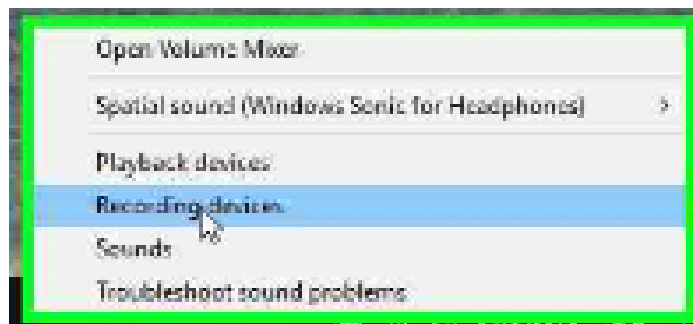
4. Left mouse click on the “Spatial Sound (off) menu item.



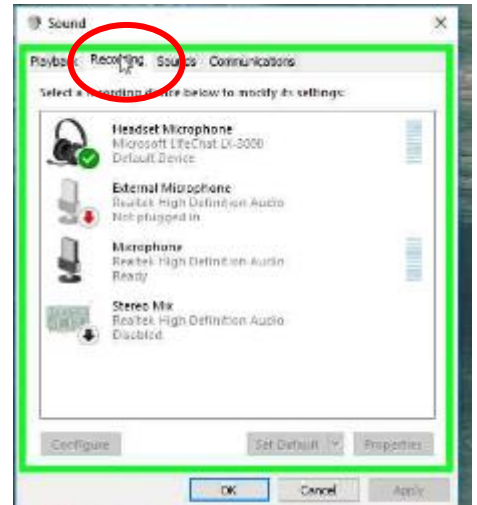
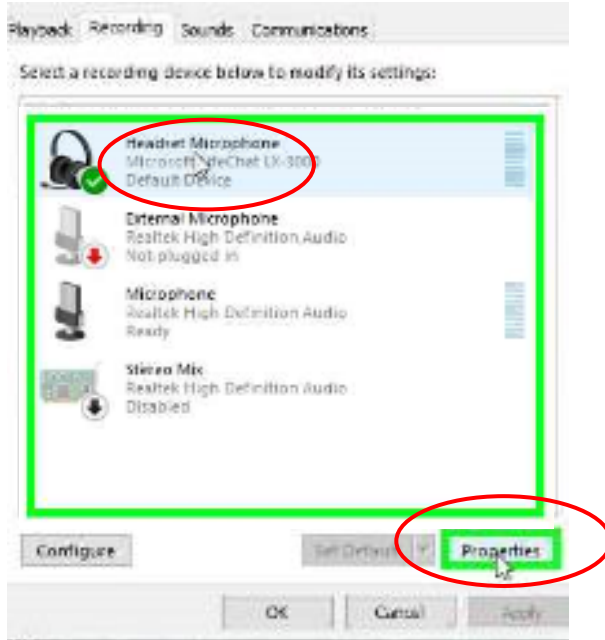
5. Left mouse click on the “Windows Sonic for Headphones” menu item.



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

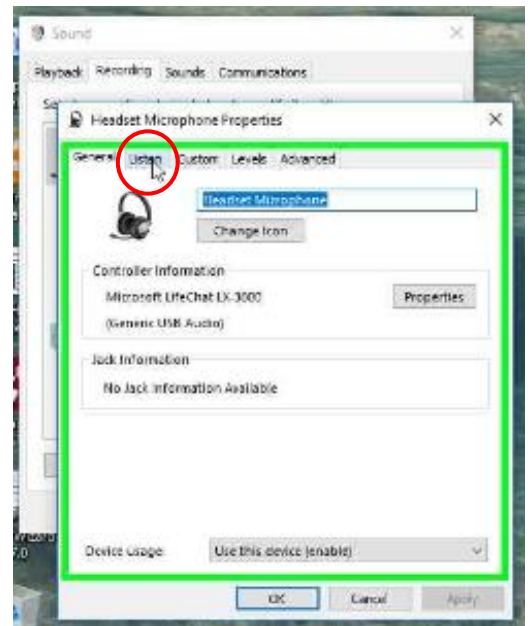
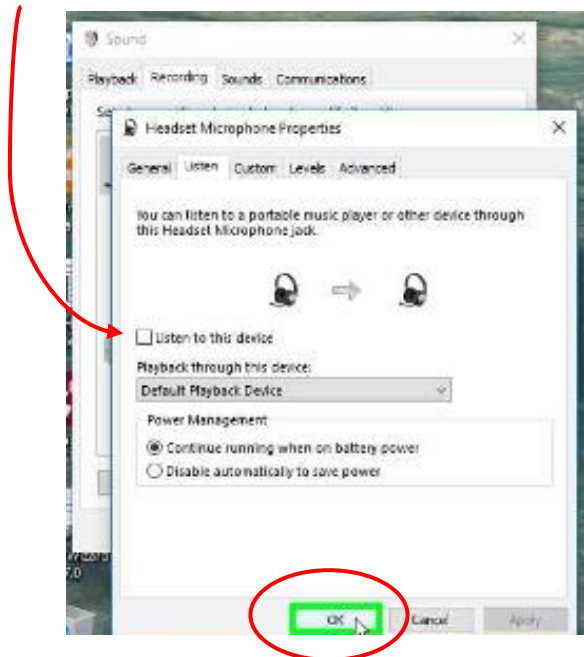


- 6. Left mouse click (select) on the Recording Tab and then select the Headset Microphone icon, then left mouse click (select) on the Properties button at the lower left of the Sound menu item.

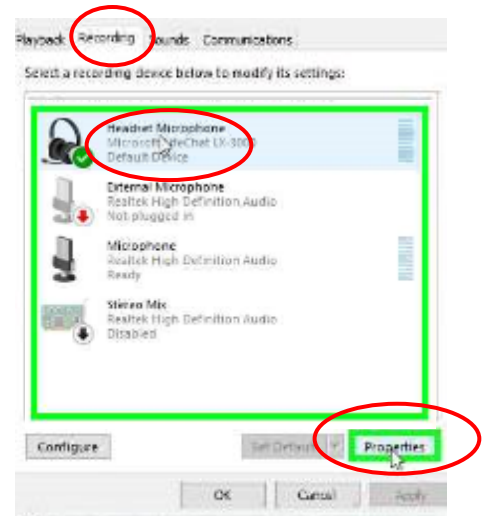


- 7. Left click on the “Listen” tab in the “Headset Microphone properties window.”

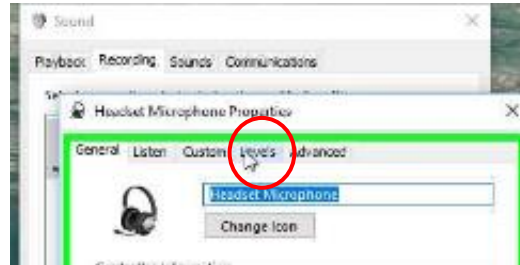
And ensure that the Listen to this device box is unchecked. Then Left mouse click (select) the OK button at the bottom of the menu item.



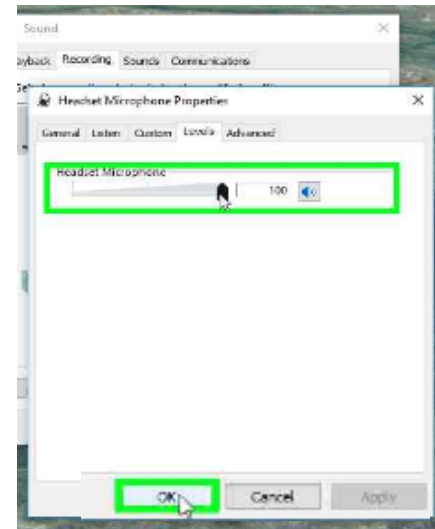
8. Repeat step 6 above: Ensure the recording tab is selected and click the properties button again.



9. Now select the **Levels Tab** in the “Headset Microphone Properties” menu item.



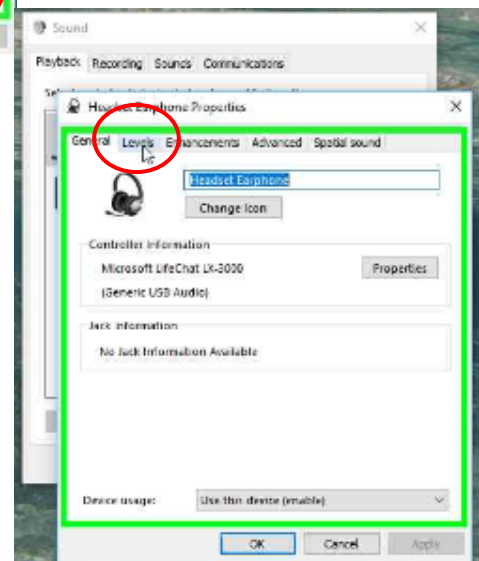
10. Turn up the microphone recording level to 100 and ensure that the speaker icon is blue in color. Then press the OK button at the bottom of the menu item.



11. A. Now select the “Playback Tab”,
 B. then select the Headset,
 C. then select the properties button



12. Select the Levels Tab.

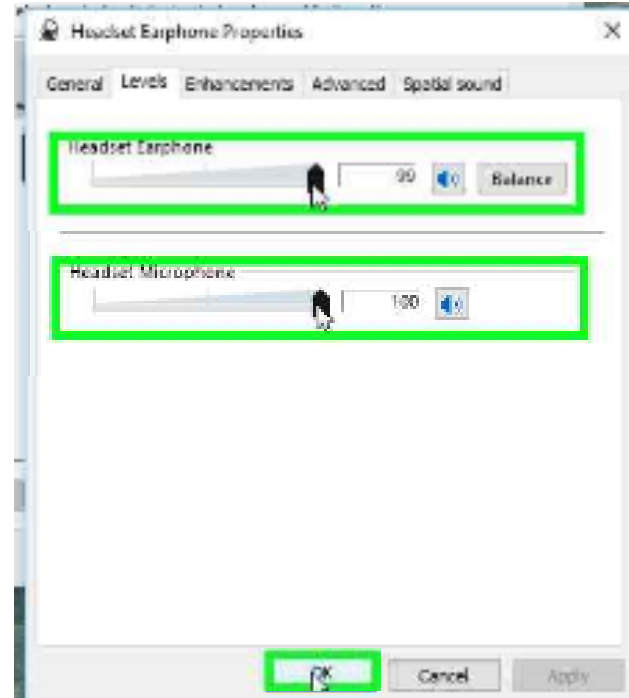


13. Ensure that both the Headset earphone and Headset Microphone levels are set to 100.

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

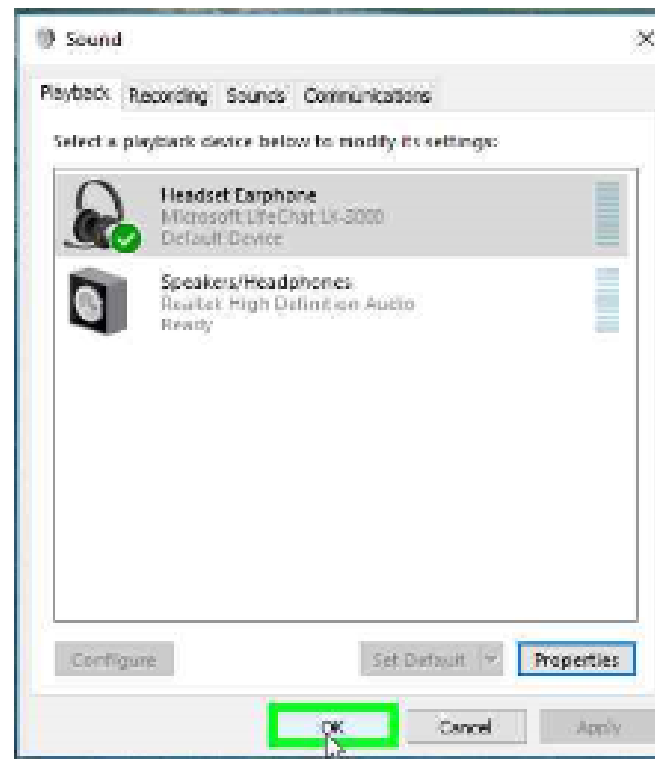


Then select the OK button at the bottom of the menu item.



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.



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.