

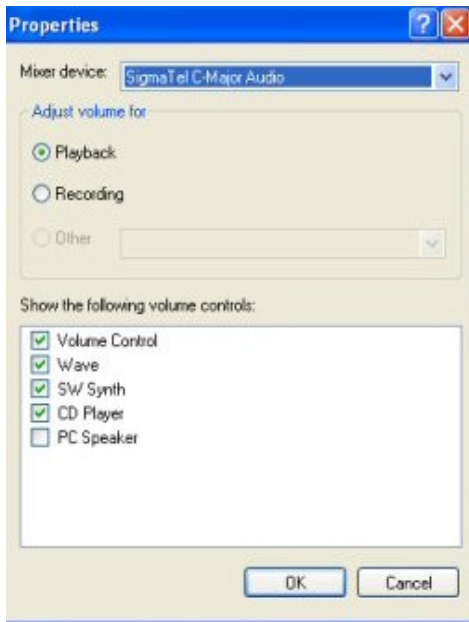
Setting Your Computer to Record Sound

By default, your computer is set for audio playback. Whenever you want to record using a microphone attached to your computer, you must make the following adjustments.

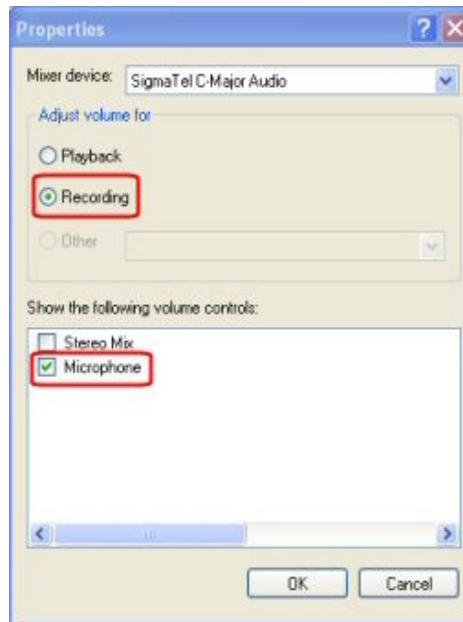


To begin, double-click on the sound icon in the lower right-hand corner of your computer. Then select Options > Properties. When the first screen appears, notice that it is set for playback, not recording:

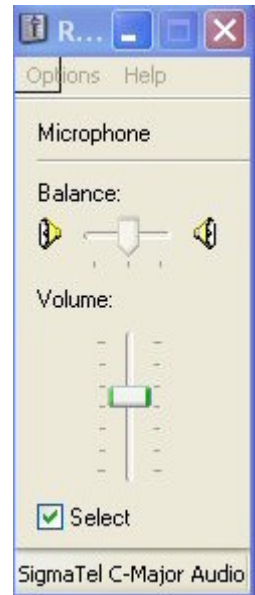
1



2



3



Select "Recording" and notice that the microphone is automatically selected by default. Then Click "OK."

When you click OK, the volume control for the microphone appears: Use the slider to set the volume about in the middle.

Now -- do not CLOSE this window (by clicking on the X). If you do, the settings will automatically revert back to playback, which you don't want. Instead, MINIMIZE the volume control by clicking on the underscore symbol. Leave it minimized throughout the recording process. If you accidentally close it, you will need to reset it for recording.

One last item to double-check. In the LRC, the headsets have controls on the cords that allow you to turn on or turn off the microphone. Be sure the microphone is turned to the ON position!!

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