

Microphone Set-up and Adjustment

A. Prior to Entering a Video Visit

1. Make sure your speaker volume is set to desired level
 - a. Play any audio source, such as through Windows Media Player. On Windows XP, you may use the following path:
 - i. Start
 - ii. All Programs
 - iii. Windows Media Player
 - b. Adjust volume slider and any external speaker volume controls
2. Open Windows Sound Recorder. On Windows XP, you may use the following path:
 - a. Start
 - b. All Programs
 - c. Accessories
 - d. Entertainment
 - e. Sound Recorder
3. Click on the Record Button (Red Circle)
 - a. Speak into your microphone
 - b. Green line should move in response to your input
4. Click on Stop Button (Black Rectangle)
5. Click on Play Button (Black Right-pointing Triangle) - Recorded message will be played back through your speakers.
6. Adjustments – On Windows XP, you may use the following sequence
 - a. Start
 - b. Control Panel
 - c. Sounds and Audio Devices
 - d. Voice tab
 - e. In Voice Recording box
 - i. Make sure desired Default Device is selected in selection box
 - ii. Click on Volume
 - f. In Recording Control box
 - i. Make sure desired input device is selected (most likely “Microphone”)
 - ii. Adjust input device volume
7. Re-test



B. While in Video Visit

1. Position cursor anywhere in video viewing box and right-click. A pop-up box will appear.



2. Click on “Settings...”. The “Macromedia Flash Player Settings” box will appear.



3. Click on the small microphone picture along the bottom. The Settings box will change to reflect microphone settings.



- a. The drop-down menu box can be used to select among various input sources.
- b. The slider can be used to adjust volume.
- c. The bar graph along the left shows volume while using the microphone. It can be used to:
 - i. check that the microphone is working
 - ii. adjust the volume slider so that it shows in the upper part of the bar while talking (it may hit the red zone part of the time, but not be at the red level all the time).
- d. The “Reduce Echo” check box can be checked if you are experiencing bothersome echo.