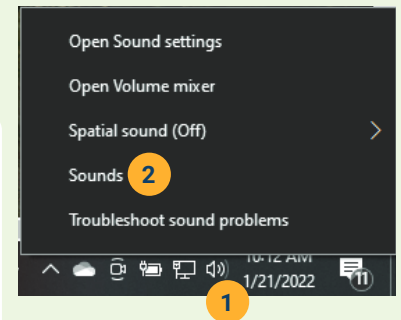


## Before you Begin

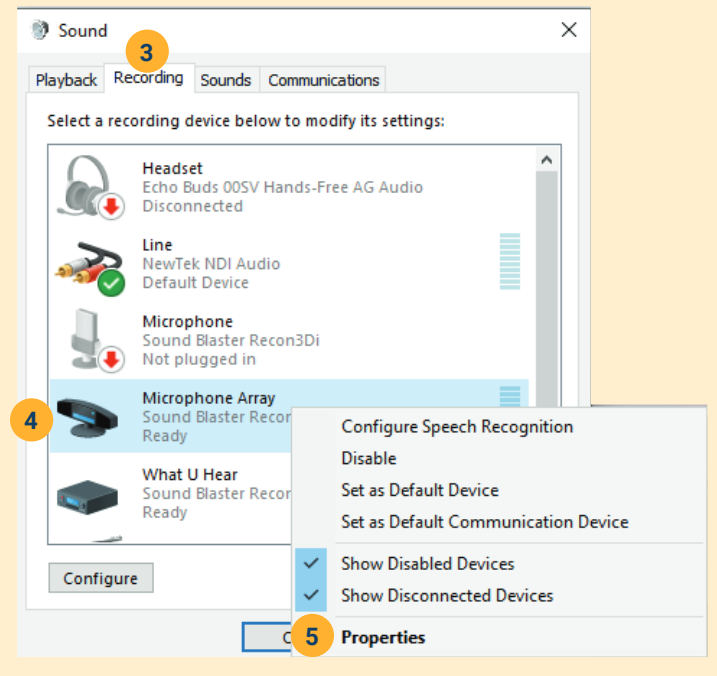
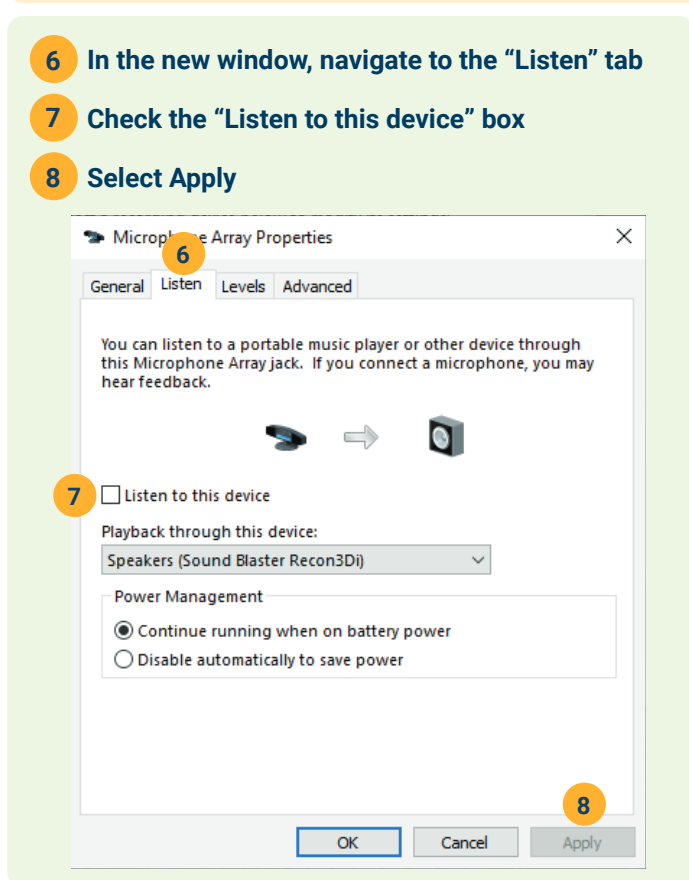
- Plug in your personal USB microphone to the classroom computer.
- Identify where the speakers are in the classroom you are using.
- Set the speaker volume low to help avoid feedback when turning on amplification.

## To Setup

- 1 Right-click on the sound icon in the bottom right corner of the taskbar
- 2 Select "Sounds"
- 3 In the new Sound Window that opened, navigate to the "Recording" tab
- 4 Locate the microphone that you are using  
*Hint: If you aren't sure, talk or clap and you should see the green bar to the side light up*
- 5 Right-click on the microphone and select "Properties"



- 6 In the new window, navigate to the "Listen" tab
- 7 Check the "Listen to this device" box
- 8 Select Apply



- 9 Raise the speaker volume slowly until you hear a slight hum, then lower the volume so the hum is not audible.
- 10 You may now close all the windows that opened.

## For Optimal Sound

- The further you are away from the classroom speakers, the better your sound quality will be.