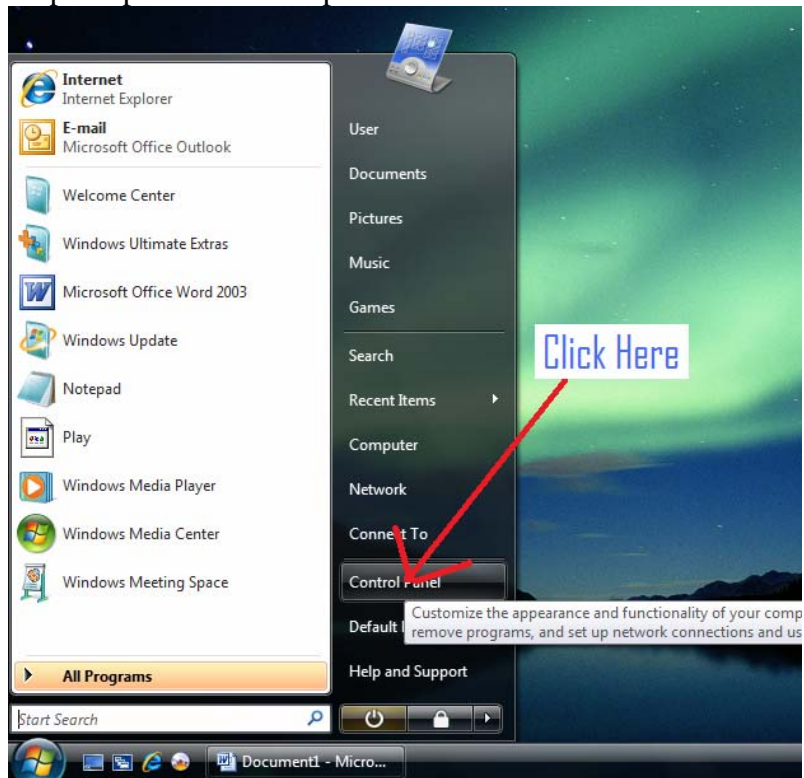


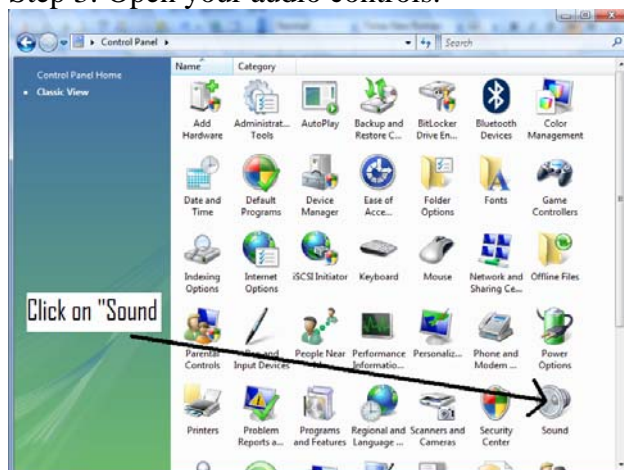
Step 1: open the control panel.



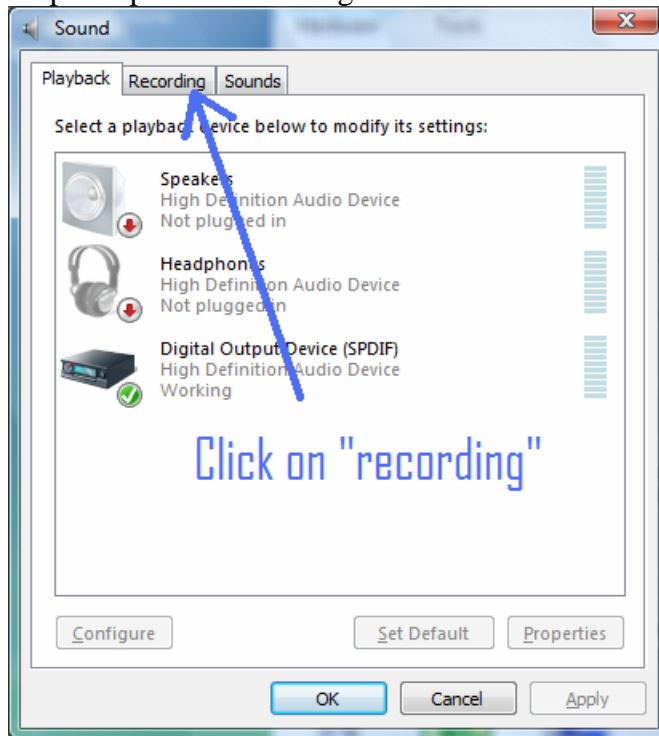
Step 2: Switch your control panel to "classic view"



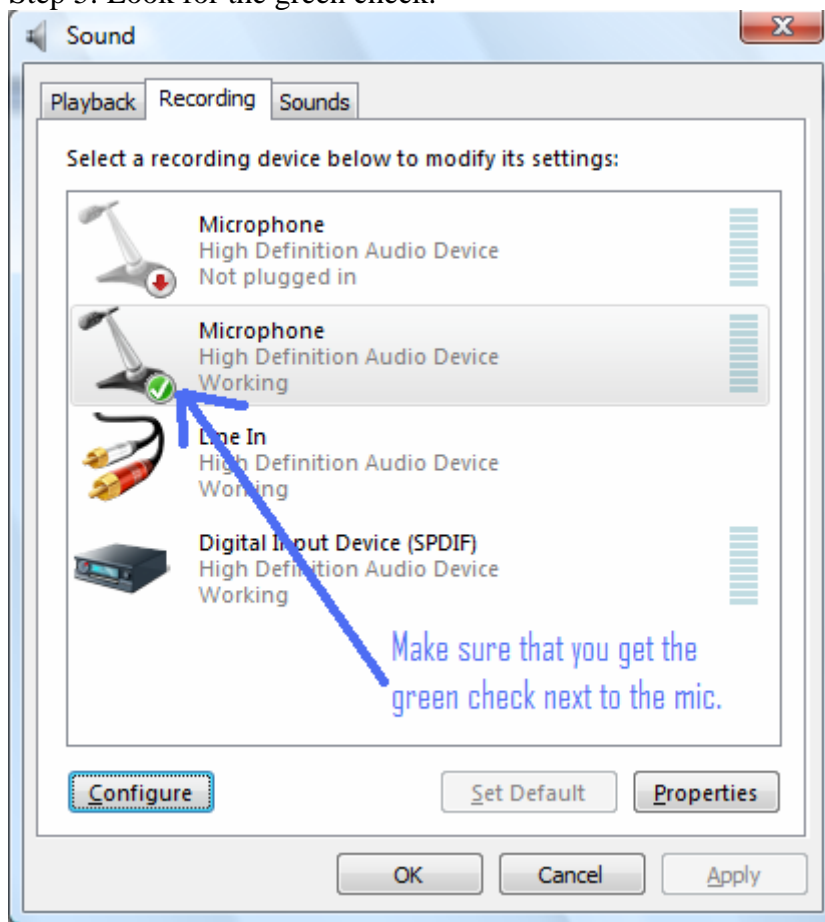
Step 3: Open your audio controls.



#### Step 4: Open the recording window



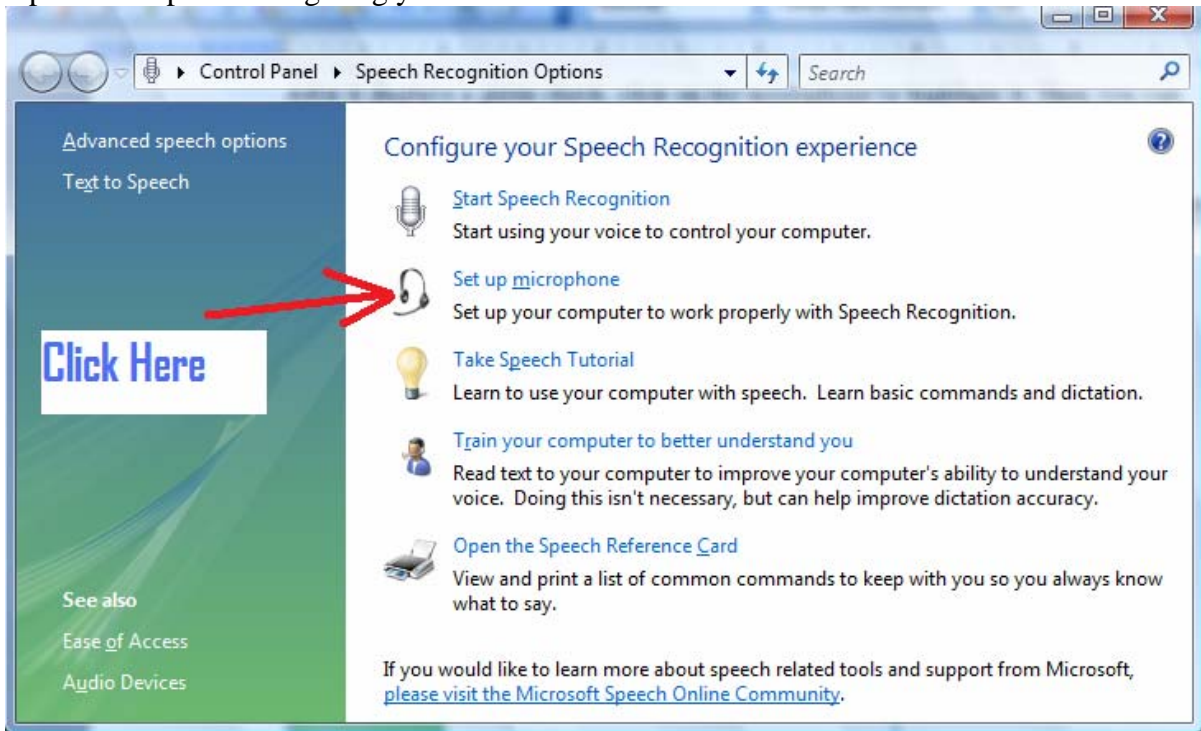
#### Step 5: Look for the green check.



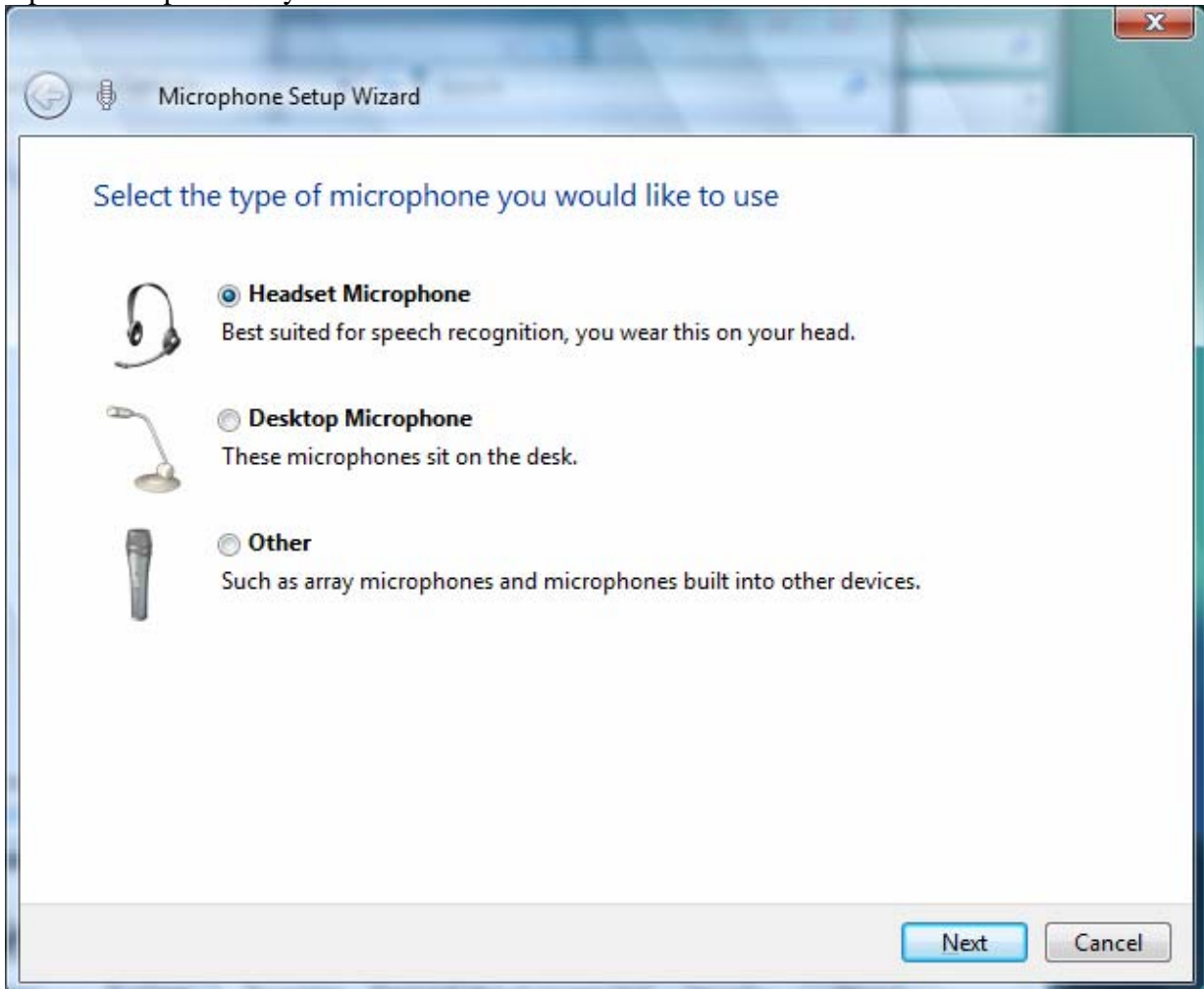
If your computer has a microphone port on the front and back of your computer, you may have two microphones listed. If the MIC doesn't display a check when it is inserted, try the other jack.

After it displays a green check, click on the microphone to highlight it. Then you can click on the "configure" button to setup the volume and voice recognition.

## Optional Step 6: Configuring your MIC.



## Optional Step 7: Pick your hardware.



Pick the one that you are using. Then click on "Next".

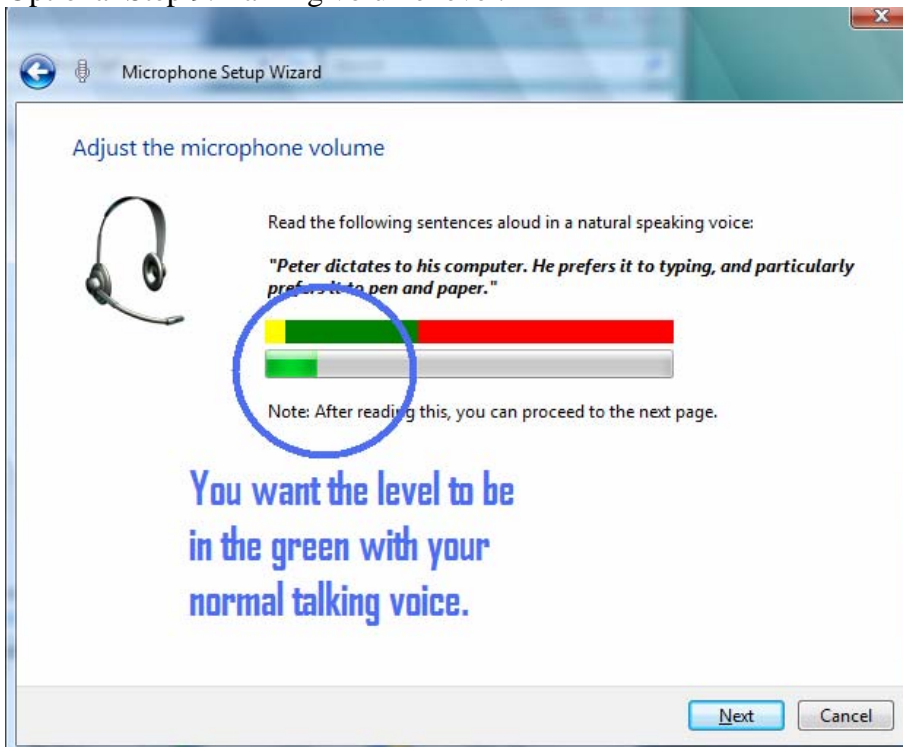
Optional steps:

Optional Step 8: Make sure that the microphone is properly positioned.



Click on "Next" to continue.

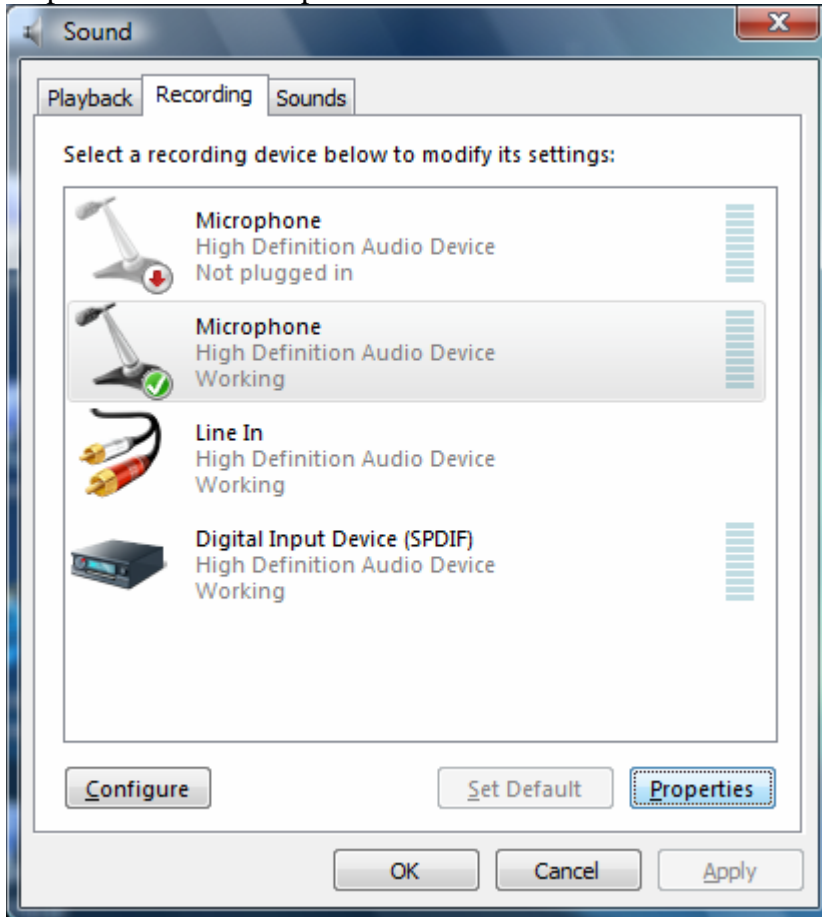
Optional Step 9: Talking volume level.



Click on "Next" then on "finish" on the next screen. You are done.

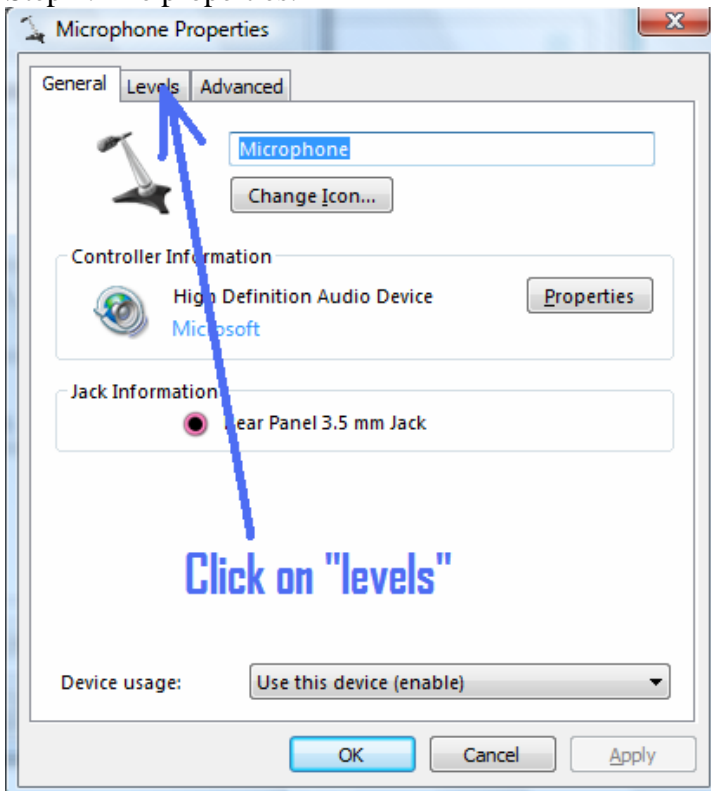
If you need to adjust the volume boost, then please do these steps:

Step 1: Go back to Step 5 above.

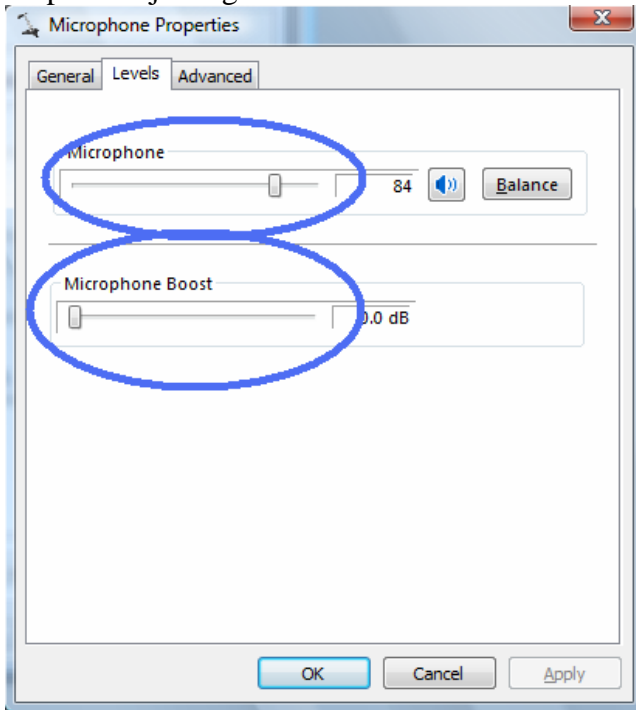


Click on your Microphone, and then click on 'properties'.

Step 2: The properties.



### Step 3: Adjusting the boosts.



To add a boost to your MIC, slide the little bars to the right, to reduce the boost, move them to the left. Once you are done, you can click on “OK”. You are now done.