

Using a Microphone on Windows PCs/laptops

When using an external microphone, the microphone must be selected in the computer's settings as the chosen audio input device. On a laptop the webcam is the default microphone. It is identified as the Internal Microphone. If a different microphone is used it must be selected or the internal microphone will continue to be the default microphone and audio recording device.

First, connect the microphone to the computer and turn it on.
If this is the first time you are using a USB microphone the computer may automatically start downloading drivers.

On a **Windows** computer there are a couple of ways to select the input device.

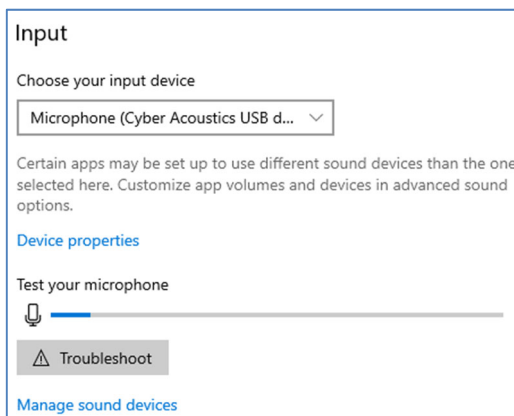
Right click on the sound icon at the bottom of the screen. Select **Open Sound Settings**.



OR: From the Windows Start menu select **Settings**.



Select **System > Sound**



Select Device properties to adjust recording level

NOTE: Open the application, i.e. Audacity, Zoom, *after* the USB microphone is turned on and the settings are correct.

