


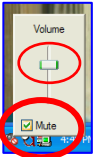
Setting Up Microphone and Sound

In order to record, you must plug in a microphone to your computer. You may already have headphones that plug into your headphone jack and will simply need to acquire a microphone to plug into the microphone jack. (The jacks are located on the front panel of your computer and are clearly marked.)

If you are using the Logitech Headset w/Microphone, you will need to plug your set into one of the USB Ports located on the front panel of your computer. If it is the first time you plug the USB headset in, your computer will give you a “New Hardware Detected” bubble. Wait for it to go through the installation. If you are prompted to restart your computer, do so.

Testing the microphone record function on the PC

1. Plug the microphone into the mic-in jack on the PC.
2. Make sure the sound is **not** muted or set too low. Find the sound icon on your task bar at the bottom of your screen. If you see , the sound is muted. Click on the icon and uncheck the Mute button, and adjust the volume bar to an acceptable level.
3. In Windows XP: Click **Start, All Programs, Accessories, Entertainment** and select **Sound Recorder**. (In Windows 98 & Me: Click **Start, All Programs, Accessories, Entertainment** and select **Sound Recorder**.)



4. Click **Record** (the red circle) and speak into the microphone. The thin green line should move as you speak into the microphone. (If the green line shows no movement, click **Stop** and continue to the next section of this document.)



5. When finished recording, click **Stop** (the black rectangle).



6. To play back the recorded sound click **Play** (the single black triangle).

If the recorded sound plays back, your microphone is ready.



7. If the recorded sound does not play back but you see the green line moving, continue to Step² in the next section.

No sound is recorded (recordings are silent)

If, when recording with a microphone, no sound or signal is recorded, complete the following steps to resolve this issue.

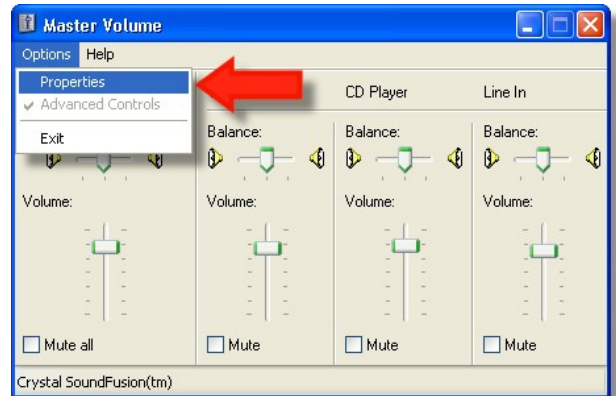
Step 1: Checking connections

- If you are using a microphone connected the PC jack, verify the microphone is securely and completely plugged into the correct jack on the PC.
- If you are using a USB microphone try a different USB connector. If the microphone came with software, make sure it is installed properly.

If the problem continues, go to the next step.

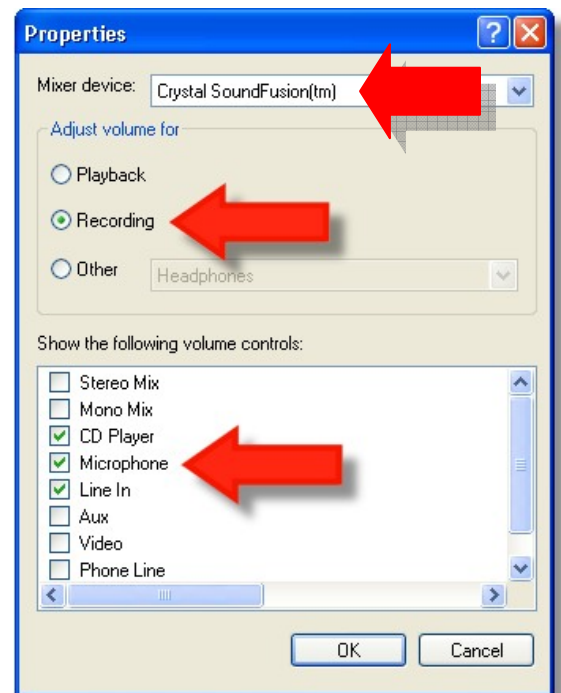
Step 2: Checking Windows settings

- Click **Start, Programs, Accessories, Entertainment, and Volume Control**. A Volume Control window appears.
- Click **Options**, and then **Properties**.



(If you are using the USB Headset, make sure it is selected as the mixer device.)

- Select **Recording**, and make sure Microphone is selected.



- Click **OK**.

The Volume Control Window should change to a Recording Control window. Make sure nothing is set to mute.

~~By your recording again. If your recording still will not play, see the next page.~~