

Microphone Volume Adjustment

This document will show you how to adjust your microphone volume in Windows 7, Vista, XP, and Mac OS X.

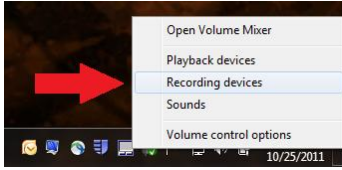
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Part 1: Windows Vista / Windows 7

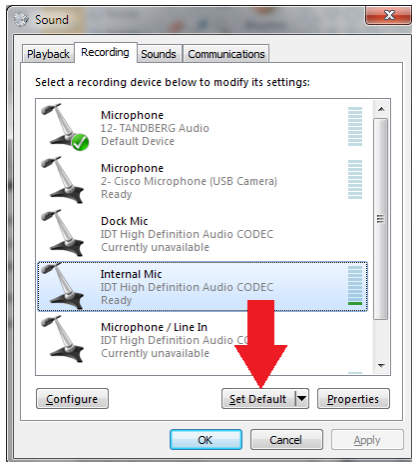
- 1) Right click on the Volume icon in the taskbar.



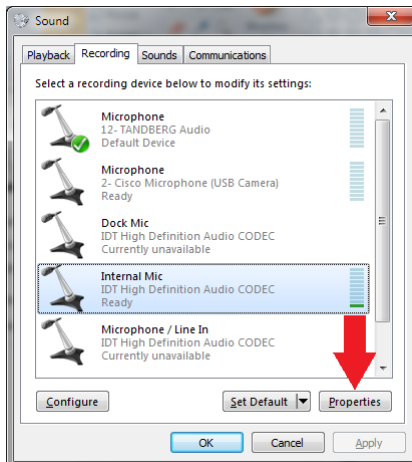
- 2) Click on Recording devices.



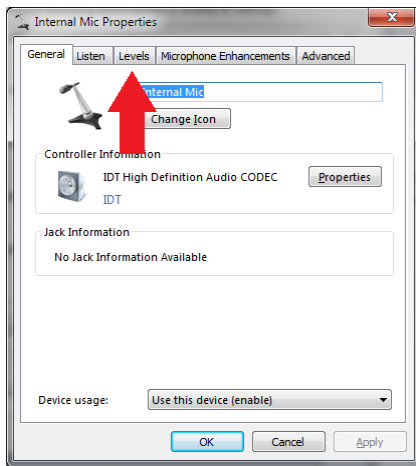
- 3) Select the microphone you want to use, then click Set Default.



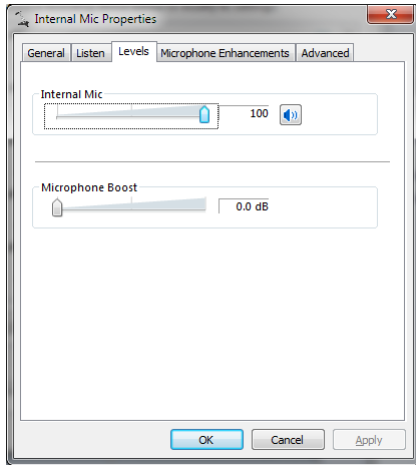
- 4) Click Properties.



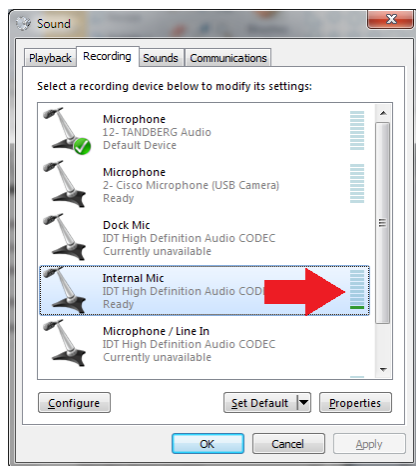
5) Click the Levels tab.



6) This page will look slightly different depending on the mic. In general, it is best to increase the top slider before increasing the bottom slider.



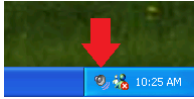
7) Once you have adjusted your volume setting, click OK. Speak into your microphone and check your volume level by looking at the bar to the right of the microphone you are using.



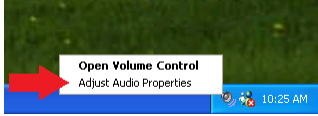
8) The bar should reach between 50%-75% when speaking normally. If you are happy with the volume, click OK. Otherwise, go back to step 4.

Part 2: Windows XP

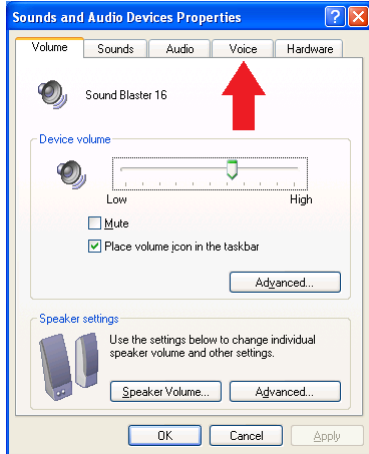
- 1) Right click on the Volume icon in the taskbar.



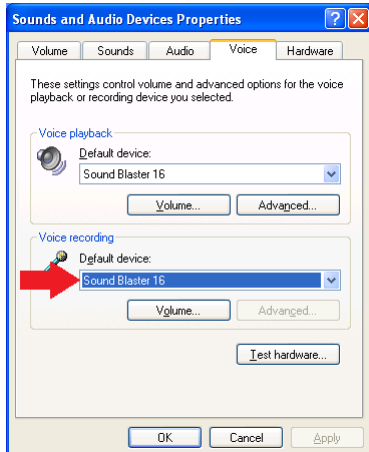
- 2) Click on Adjust Audio Properties.



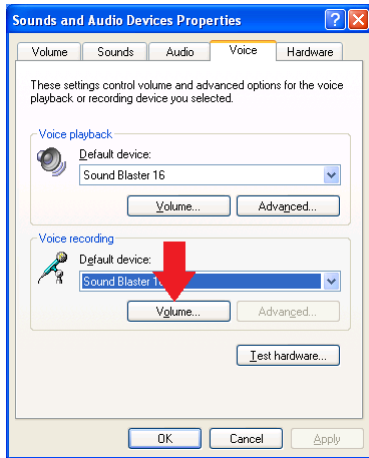
- 3) Click on the Voice tab.



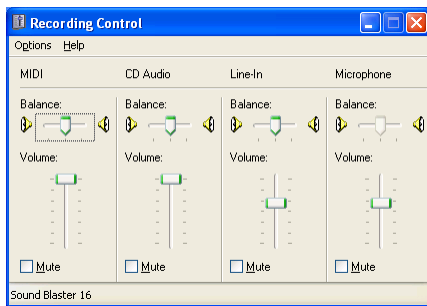
- 4) In the Voice Recording section, select the microphone you want to use.



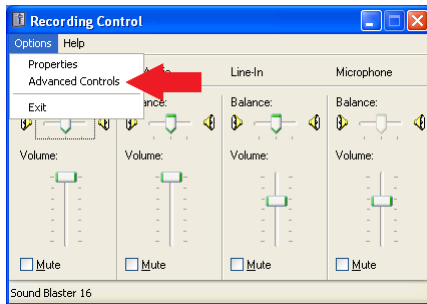
5) Click Volume.



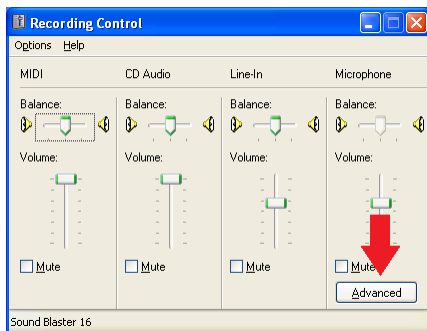
6) Increase the Microphone slider.



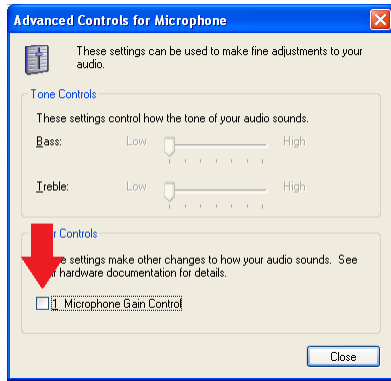
7) Perform a test call to see if the volume is satisfactory. If the slider is at the top and the volume is still too low, check if there is an advanced button beneath the slider. If so, skip to step 8. If not, click Options, then Advanced Controls (Note that this option may not be available on all systems).



8) Click Advanced button underneath the microphone.



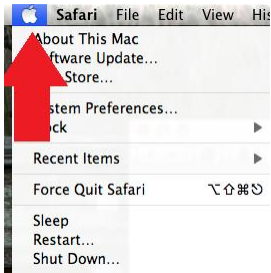
- 9) This window varies based on the microphone. There may be a “Gain” or “Boost” option in this window. If so, check the box, then click close.



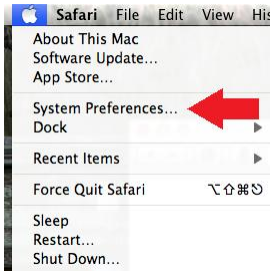
- 10) Perform a test call to check your volume.

Part 3: Mac OS X

1) Click the Apple menu.



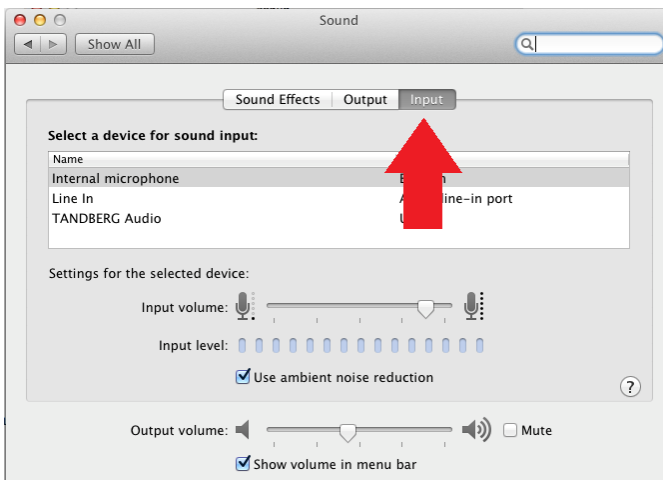
2) Click System Preferences.



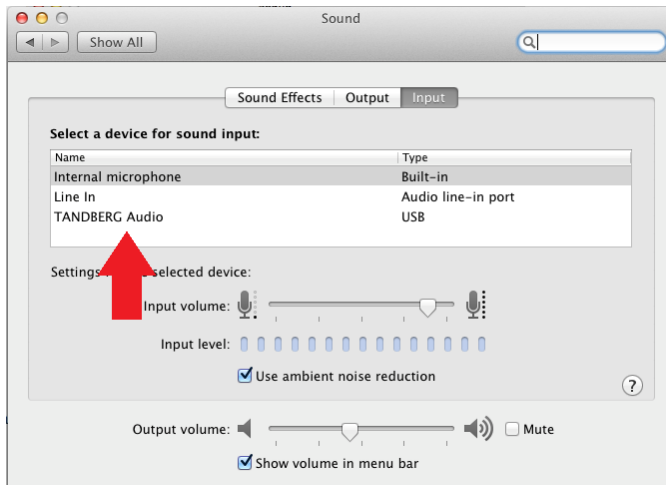
3) Click Sound.



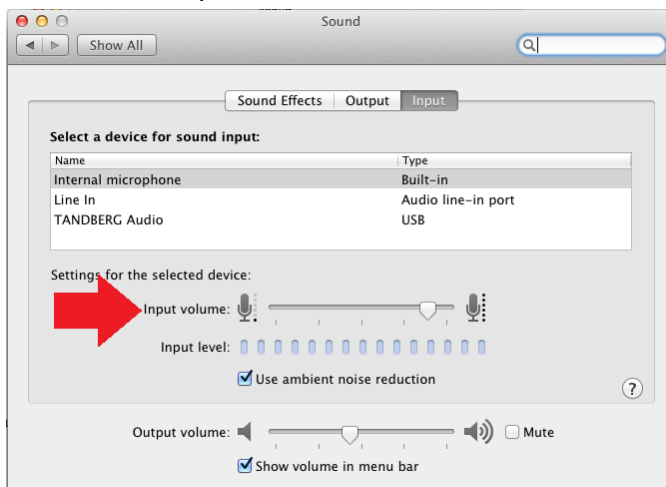
4) Click the Input tab.



5) Click on the microphone you would like to use.



6) Increase the Input Volume slider.



7) Speak into your microphone and check your volume level by looking at the bar labeled Input level. The bar should reach between 50%-75% when speaking normally. Adjust the Input Volume slider until you are happy with the volume.

