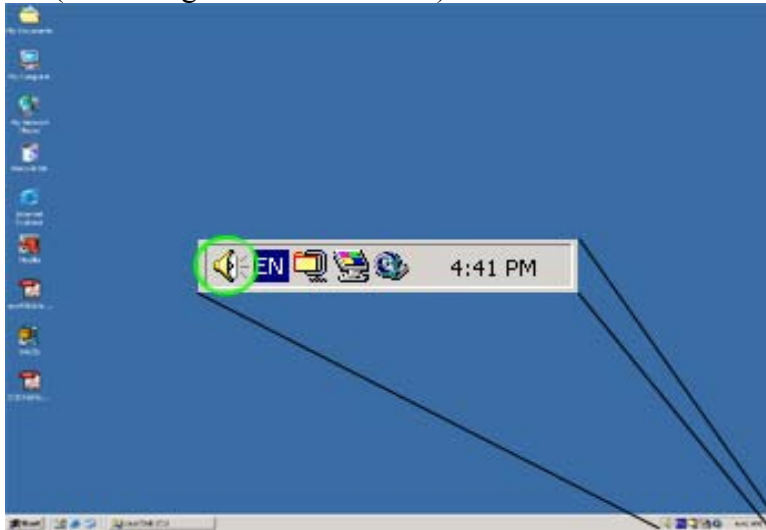
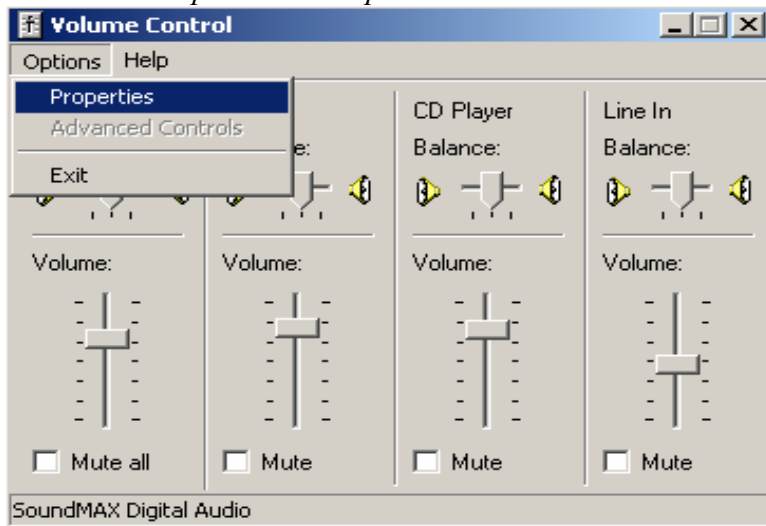


To adjust the volume settings:

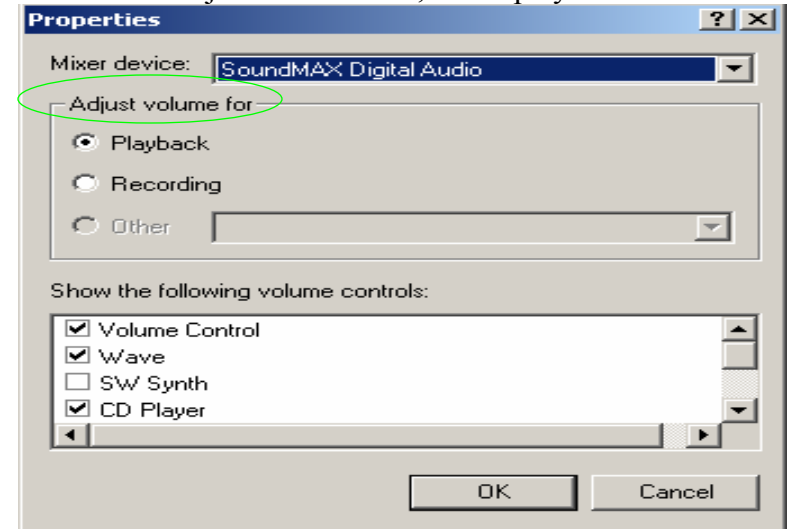
1. Click on the volume icon located in the systems bar (bottom right corner of screen).



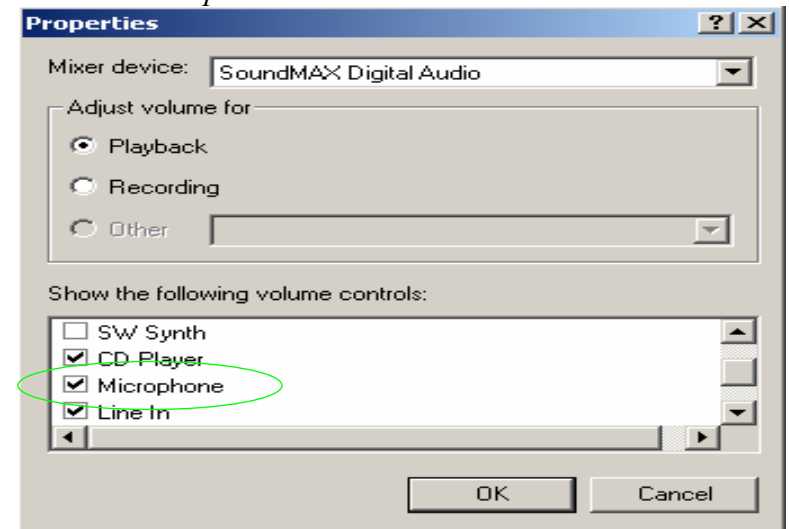
2. Click on *Options* → *Properties*.



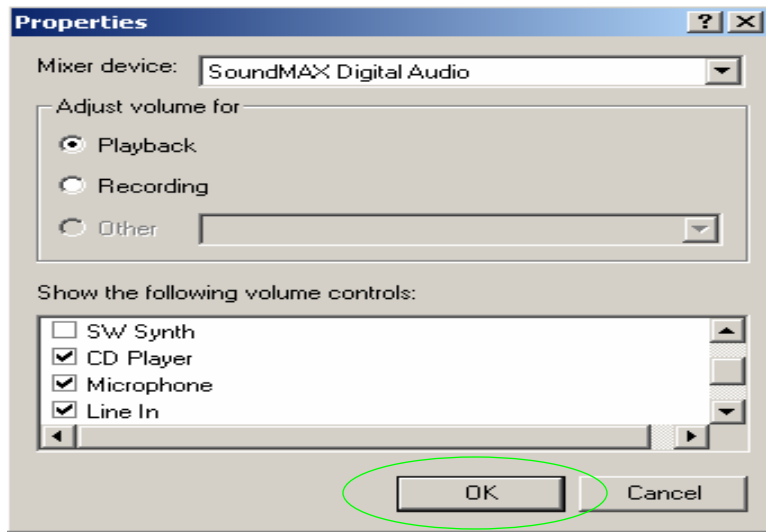
3. Under “Adjust volume for”, select playback.



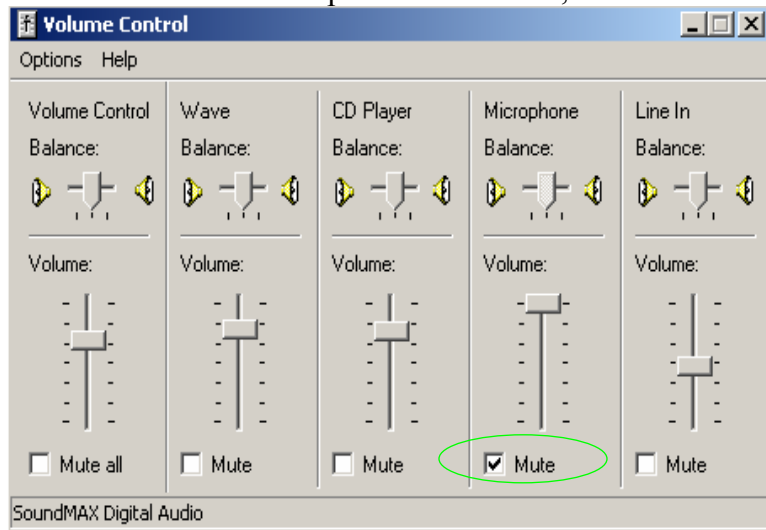
4. Under “Show the following volume controls”, make sure *Microphone* is selected.



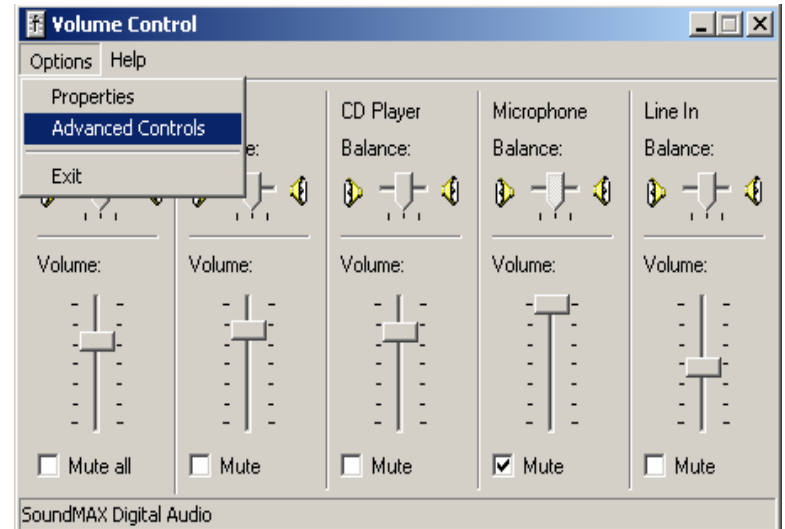
5. Press OK.



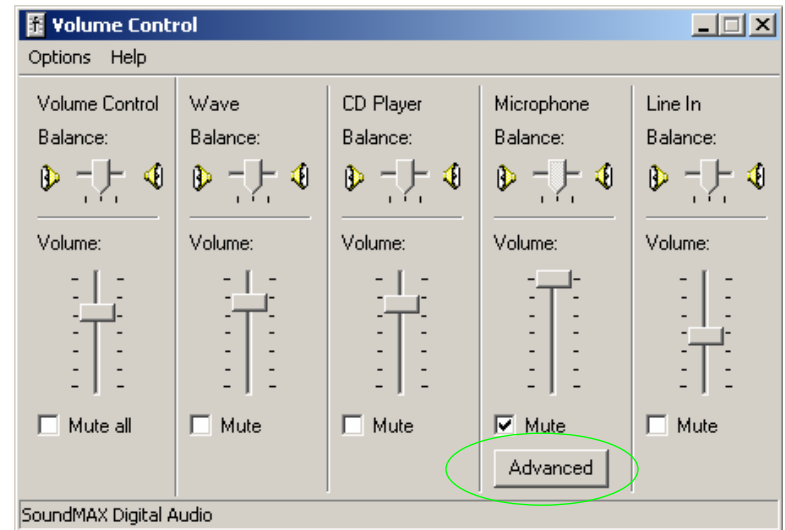
6. Now under the microphone balance bar, click on mute.



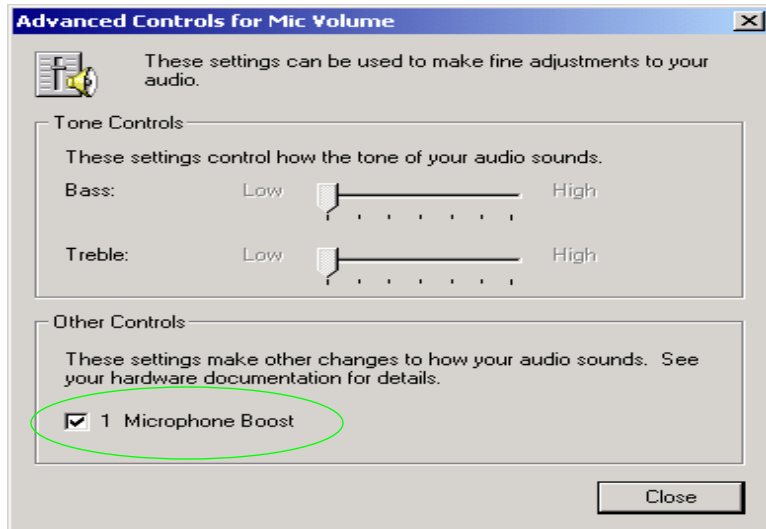
7. Click on *Options* and confirm that *Advanced Controls* is selected.



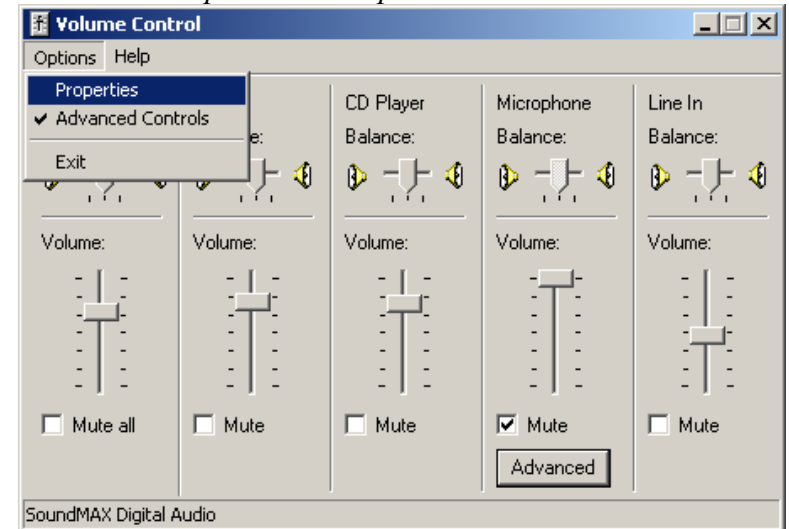
8. Under the "Microphone Balance" bar, click on "Advanced".



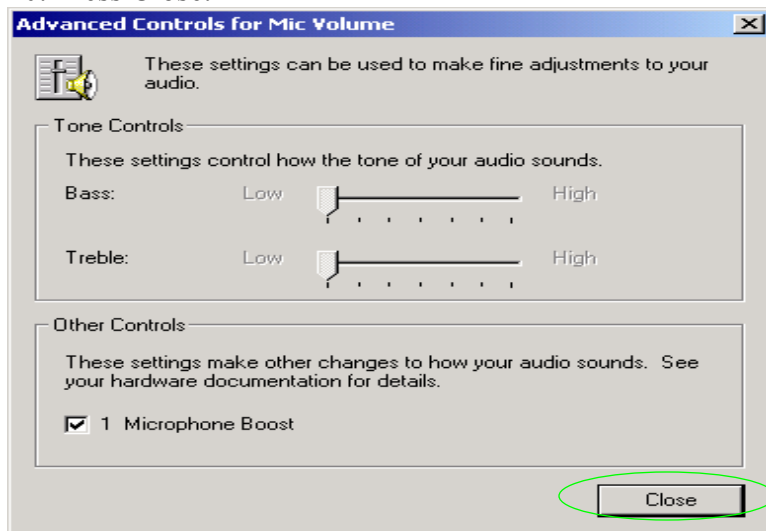
9. Under “Other Controls”, select microphone boost, if available.



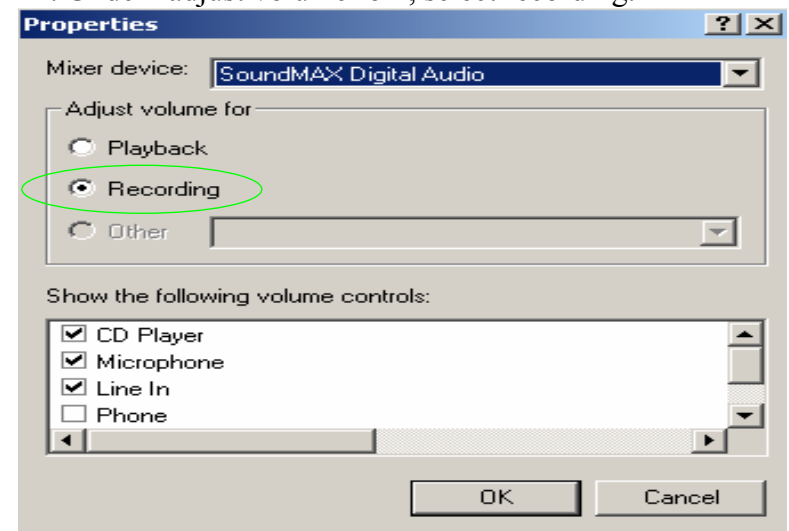
11. Click on *Options* → *Properties*.



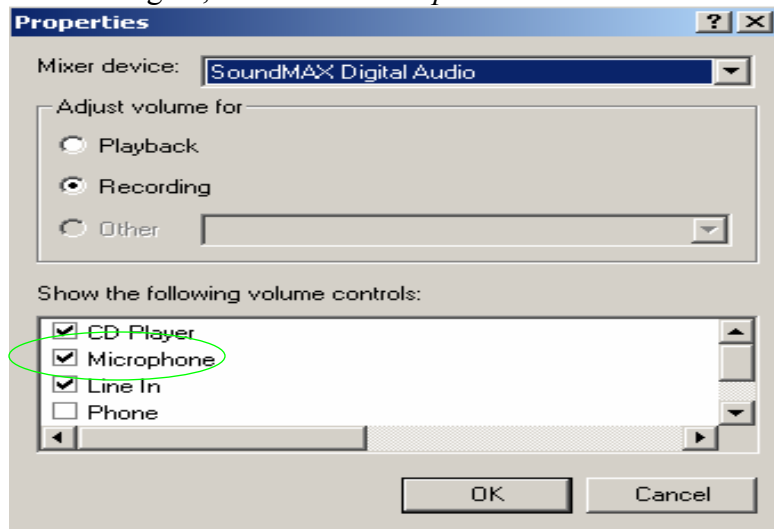
10. Press Close.



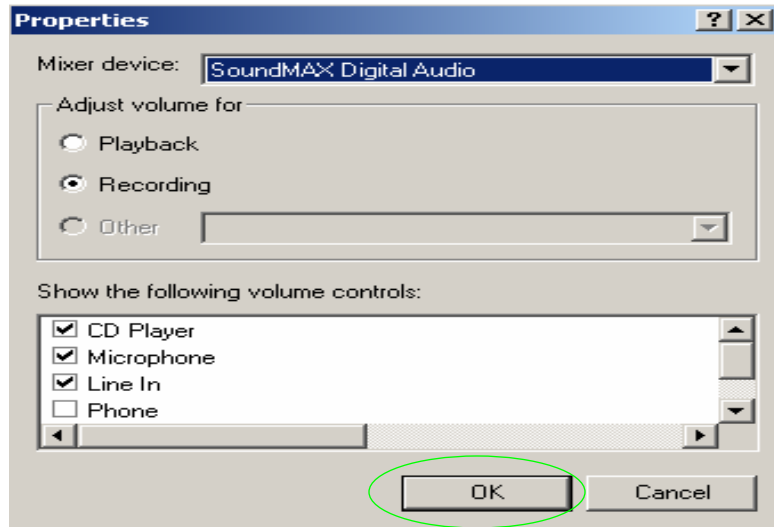
12. Under “adjust volume for”, select recording.



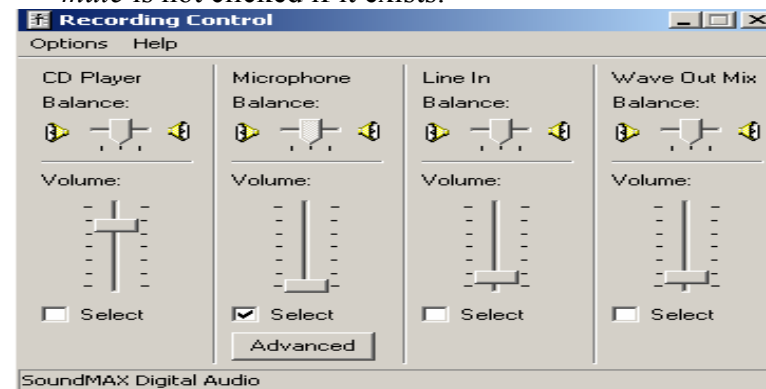
13. Once again, make sure *Microphone* is selected.



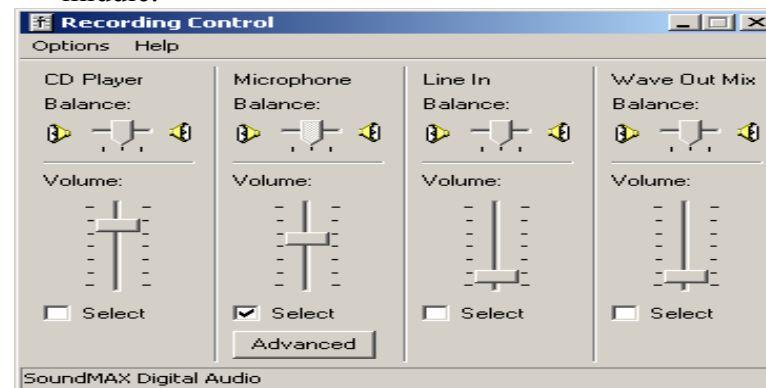
14. Press OK.



15. Under the “Microphone Balance” bar, click on *select*. This will activate your microphone, some systems have a *mute* button instead. Make sure *mute* is not clicked if it exists.



16. Scroll the volume bar under the Microphone Balance option and place it somewhere in the middle.



To adjust the headset:

1. Make sure the volume bar on the headset is not set to mute.
2. Make sure the microphone is turned on.