

## **MICROPHONE ADJUSTMENT/MUTE**

**Doubleclick the Left mouse button on the sound icon on bottom taskbar.**

**1. The Speaker Mixer box opens, click OPTIONS and PROPERTIES.**

**2. Select OTHER, make sure Audio Input mixer is in this box.**

**3. Click OK, this brings up these 4 volume controls:**

**Audio Input, Line Source, CD source and MIC source**

**4. Make sure that MIC is not MUTED**

**NOTE: Always check cables from speaker and microphone to make sure they are plugged into the correct holes in CPU.**

**Revised 5/30/2009 JMM**