

## ADJUSTING THE RECORDING VOLUME

1. Open the control Panel. This may be directly off of the start menu or may be in the Settings folder off of the Start menu.



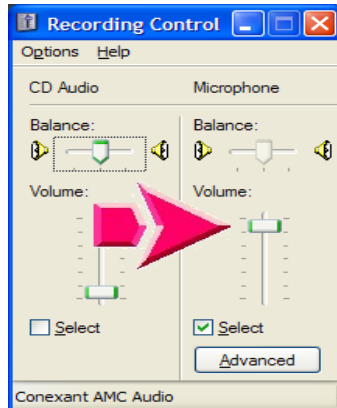
2. Double left click on the Sounds and Audio Devices icon in the control panel.



3. Click on the Voice tab.
4. If you have a USB SpeechMike then make sure you have Speechmike selected from the drop down list. Left click on the Volume button.



5. In the Microphone column adjust the volume knob by left clicking, hold and dragging the slider bar up or down as desired.



6. After making adjustments click on the X in top right corner to close and then click OK in the Sounds and Audio Device Properties box.