

Windows 7, Windows 8 and Windows 10

Click on show desktop if desktop is not showing.

Right click on the Speaker icon on your taskbar -> observe the **Playback** and **Recording** devices tabs.

Select **Recording devices**

Select **Microphone** (it will be listed as either "C-media", "USB PnP Sound Device" or "CAD Audio")

(Note, you can tell if the mic is connected and working by speaking into the mic and observing the green bar graph move on the right side of the device)

Select **Playback devices**

Select **Speakers** (it will be something other than what was listed as the recording device, (typically your default speakers such as Realtek High Definition etc.) Make sure to select **Set Default** otherwise you will not hear any sound from your speakers.

Additional settings:

Under the **Recording** tab select the USB microphone and click on **PROPERTIES**, click the **Custom** tab, removing the AGC check box will reduce the sensitivity of the microphone, this is useful if the microphone overloads your inputs or you just want it to be less sensitive.

Under the Properties/Advanced tab you may set bit resolution to either 16 bit 44100 Hz or 16 bit 48000 Hz

You can also access the recording and playback settings by opening the control panel and selecting **Sound*

We recommend Audacity for audio recording and editing.

<http://audacityteam.org/>