Soundcard Suggested Settings

Once you have hooked up your sound card do make sure it is <u>not</u> selected as the default audio device.

☐ Right Click on the Windows Icon or use the Sound Shortcut listed below.

☐ After clicking on the Windows Icon (usually at the bottom left of the screen) Select RUN

☐ Type or copy and paste; **control mmsys.cpl** and then press enter

☐ Once the Sound window comes up select **Playback**

☐ **Right click** on the computer's sound card and select **Set As Default Device**

☐ **Right click** on the computer's sound card and select **Set As Default Communications Device**

☐ Now select the **Recording** tab

☐ **Right click** on the computer's sound card and select **Set As Default Device**

☐ **Right click** on the computer's sound card and select **Set As Default Communications Device**

There should be a green check mark on the computer's playback and recording devices
Click **OK**

Sound System Shortcut

Right click on the **Desktop**
Select Create **Shortcut**
In 'Type the location of the item' copy and paste **control mmsys.cpl**
Click **Next**
Type **Sound System**
Click **Finish**

NOTEs :

The level settings for both Recording and Playback for your sound card should be as close to 0 dB - (0 dB = 100% for Speakers)

Under the Custom Tab in Microphone Properties for your sound card make sure the **AGC box is <u>not</u> checked**.

It is also a good idea to rename your audio devices especially if you use more than one sound device attached to your computer. You can make this change in properties under the General tab for the device you want to change. The icon can also be changed. You can see examples in the diagrams above.