

# Installation and Use of a Martel USB Microphone

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The Martel USB High Gain Microphone is meant to be used as a replacement for a computer's existing sound card. The Martel provides a clear digital alternative for reporters who use the audio-synch feature of their CAT software, but have poor sound systems OR don't want to worry about microphone batteries. This device bypasses a computer's internal sound card for recording purposes while still allowing playback through the computer's built in soundcard and speakers. Installation is very simple, however because of a few Windows "quirks" some settings need to be checked before **EVERY** Realtime session. Not doing so could result in your computer recording through your built in sound card instead of the Martel. Please follow these simple instructions to install and use your new Martel USB Microphone.

## Installation

1. Plug in your USB Martel Microphone to ANY available USB port on your laptop computer.
2. Windows will automatically install the device as the drivers are built into Windows.
3. Once the device is installed you will need to configure Windows to use it as the primary recording device. To do this, proceed to the next section.

## Configuring your Martel USB Microphone with Windows XP

1. In addition to recordings, the Martel USB Microphone can be used as the playback device. This means that you can plug a pair of headphones into the jack on the side of the device and listen to the recording through those headphones rather than through the speakers on your computer. During recording, the headphone jack on the Martel will "stream" what is being recorded to the headphones WHILE it's being recorded. This feature is called Hardware Duplexing and is very useful for soft-spoken witnesses.
2. Navigate to your Control Panel by click on "Start" and then either "Control Panel" or "Settings" then "Control Panel" depending on how your system is setup.
3. Locate the icon that reads "Sounds and Audio Devices"
4. Right click on the icon and on the menu that drops down left click on "Create Shortcut"
5. Windows will prompt you that it must create the shortcut on the desktop, say "Yes" to this.
6. Close the Control Panel and locate the shortcut you just created which should read "Shortcut to Sounds and Audio Devices" and double click the icon

7. A new window should open with 5 tabs at the top. The only tabs you should be concerned with are the "Audio" and "Voice" tabs. Ignore the others.
8. Click on the "Audio" tab first. You should see 3 drop down boxes. You only need to worry about the first two drop down boxes which should be labeled "Sound Playback Default Device" and "Sound Recording Default Device".
9. The first drop down box should have your computer's internal sound card selected. This tells Windows to playback any audio through your speakers. While every computer has a different sound card we cannot tell you exactly what this should say, however it SHOULD NOT read "C-Media USB Headphone Set" as that is what the Martel USB Microphone Installs as. If this box does have the "C-Media USB Headphone Set" selected simply change it to the other selection that is available.
10. The second drop down box controls what device Windows uses to record from. This box should have the "C-Media USB Headphone Set" selected as the Default Device. If "C-Media USB Headphone Set" is not selected you should change it now. If it reads anything except "C-Media USB Headphone Set" Windows will not use your new Martel Microphone to record from.
11. Now that you have made your settings changes to this tab, click the "Apply" button on the lower right corner of this window.
12. Now click on the "Voice" tab at the top of the window.
13. You are now prompted with another pair of drop down boxes; one for "Voice Playback Default Device" and "Voice Recording Default Device". These are self explanatory.
14. Make sure that the first drop down box is set to your computer's internal sound card. This should be the same selection as the first drop down box on the "Audio" tab.
15. The second drop down box should have the "C-Media USB Headphone Set" selected as the Default Recording Device, same as the second drop down box on the "Audio" tab.
16. Once you have made the corrections, click "Apply" in the lower right corner of the Window.
17. Now click "OK" to close that window
18. As stated before, Windows can be a little "Quirky" so you want to double check and make sure the settings "stuck". To do this just repeat the above steps beginning with step 8 and verify that everything is set correctly. You should verify this **EVERY TIME** you are going to use the computer for Realtime and **BEFORE** you start Eclipse. Not doing so may result in your computer recording from your internal sound card instead of your Martel USB Microphone.
19. Now we need to reset the recording level at which the microphone records at. Locate the shortcut you previously created which should read "Shortcut to Sounds and Audio Devices" and double click the icon.
20. Click on the "Audio" tab. You should see 3 divided sections, each with drop down boxes. You only need to worry about the second (middle) section which should be labeled "Sound Recording"
21. Click the "Volume" tab directly under the "Sound Recording Default Device" drop down box.
22. In the new window that appears you should see a single slider bar which will probably set close to the bottom of the window.
23. Adjust the position of the slider so that it is almost at the top of the bar. Please note that this slider bar translates into how sensitive the microphone is while recording. If you find your

recordings are too low, move the slider bar up. If they are too loud or have a lot of static in them, move the slider down and try again.

24. Close the window, as well as the Sounds and Audio Devices Window
25. We have found that using the same USB port every time as well as having the Martel USB Microphone plugged in BEFORE you turn on your computer does help with allowing the settings to “stick” better.

## **Configuring your Martel USB Microphone with Eclipse**

1. Before you can use your microphone in Eclipse we must make a simple adjustment in your User Settings.
2. Open Eclipse
3. Open your User Settings (ALT-U on your keyboard)
4. Click on the “Realtime” tab
5. Click on the “Compression” button on the lower right side of the window
6. If your USB Martel Microphone is connected you should be presented with a window showing a few different devices. At this point, Eclipse is asking you which microphone to use for recording purposes in a transcript.
7. Select “C-Media USB Headphone Set” by left clicking it once
8. Click “OK”
9. The box that opens is your compression settings for Eclipse. Normally you shouldn’t have to make any adjustments here unless your audio is REALLY bad. For now, just click “OK” to close that window.
10. Click “OK” again to close out your user settings
11. Now close Eclipse and then reopen to make sure the settings stay in place
12. It would be a VERY good idea to check these settings before every realtime job. If the settings are not correct Eclipse will try to record from your computer’s internal sound card, which could result in a bad recording.