

Installation and Use of a USB Microphone

A USB Microphone is meant to be used as a replacement for a computer's existing sound card. A USB Microphone 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 USB Mic. Please follow these simple instructions to install and use your new USB Microphone.

Installation

1. Plug in your USB 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.

Configuring your USB Microphone in Windows XP

1. Navigate to your Windows Control Panel
 - a. **START → CONTROL PANEL** or **START → SETTINGS → CONTROL PANEL**
2. Locate the icon that reads **SOUNDS AND AUDIO DEVICES** and double click it
3. A new window should open with 5 tabs at the top
4. Click on the "Audio" tab first.
5. 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".
6. 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 USB Microphone most commonly installs as. If this box does have the "C-Media USB Headphone Set" selected simply change it to the other selection that is available.
7. 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 Microphone to record from.
8. Click the "Apply" button on the lower right corner of this window.
9. Now click on the "Voice" tab at the top of the window.
10. 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.
11. 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.
12. 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.
13. Once you have made the corrections, click "Apply" in the lower right corner of the Window.
14. Now click "OK" to close that window
15. 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, starting with step 2, and verify that everything is set correctly
16. Now we need to reset the recording level at which the microphone records at.
17. Locate the icon in the Control Panel that reads **SOUNDS AND AUDIO DEVICES** and double click it
18. 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"

19. Click the "Volume" tab directly under the "Sound Recording Default Device" drop down box.
20. Adjust the position of the slider in the window that appears 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.
21. If you see an ADVANCED button under the slider, click it
22. If you do not see the Advanced Button
 - a. Click OPTIONS in the top left corner of the window
 - b. On the menu that drops down click on ADVANCED CONTROLS
 - c. The Advanced button should now appear below the slider
23. When you click ADVANCED, look at the bottom of the window that appears for a checkbox that will probably read either MIC BOOST or AGC.
24. Make sure the box is checked, then click OK or close the box
25. Close the window, as well as the Sounds and Audio Devices Window
26. We have found that using the same USB port every time as well as having the USB Microphone plugged in BEFORE you turn on your computer does help with allowing the settings to "stick" better.

Configuring your USB Microphone in Windows Vista or Windows 7

1. Navigate to your Windows Control Panel
 - a. **START → CONTROL PANEL**
2. Locate the icon that reads **SOUND** and double click it
3. A new window should open with several tabs at the top
4. The first tab should read SPEAKERS should have your computer's internal sound card set as the "Default Device", which should be indicated by a green check mark. 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" or "USB AUDIO DEVICE" as that is what the USB Microphone most commonly installs as. If this box does have the "C-Media USB Headphone Set" or "USB AUDIO DEVICE" selected as the default device simply change it to the other selection that is available by right clicking on it and choosing **SET AS DEFAULT DEVICE** from the window that drops down
5. The second tab at the top of the window should be labeled MICROPHONES and it controls what device Windows uses to record from.
6. Click the MICROPHONES tab at the top of the Window
7. This box should have the "C-Media USB Headphone Set" or "USB AUDIO DEVICE" selected as the Default Device. If "C-Media USB Headphone Set" or "USB AUDIO DEVICE" is not selected as the default you should change it now by right clicking on it and choosing **SET AS DEFAULT DEVICE** from the window that drops down. If it reads anything except "C-Media USB Headphone Set" Windows will not use your new Microphone to record from.
8. Now that you have set the default recording device to the USB Microphone, double click the "C-Media USB Headphone Set" or "USB AUDIO DEVICE" listing under microphones
9. In the window that appears click the LEVELS tab at the top
10. Move the Microphone Level slider to **100**
11. If there is a boost slider here as well, go ahead and move that to its maximum setting as well
12. Some Microphones store the boost setting in a different tab, so look for a tab that reads **CUSTOM**
13. If you see it, click it and check the **BOOST** or **AGC** box that it contains. If the tab contains a slider control for the boost, move it all the way to its maximum setting
14. Click the OK buttons until all the Windows are closed, you should be all set now!

**DON'T FORGET TO ADJUST YOUR CAT SOFTWARE TO RECORD FROM YOUR USB MICROPHONE!
MOST CAT SOFTWARE WILL RECORD FROM WHATEVER WINDOWS TELLS IT TO, HOWEVER
PLEASE CHECK WITH YOUR CAT SOFTWARE VENDOR TO BE SURE!**