

## Raise Microphone Volume and Unmute

To raise the levels on the Microphone:

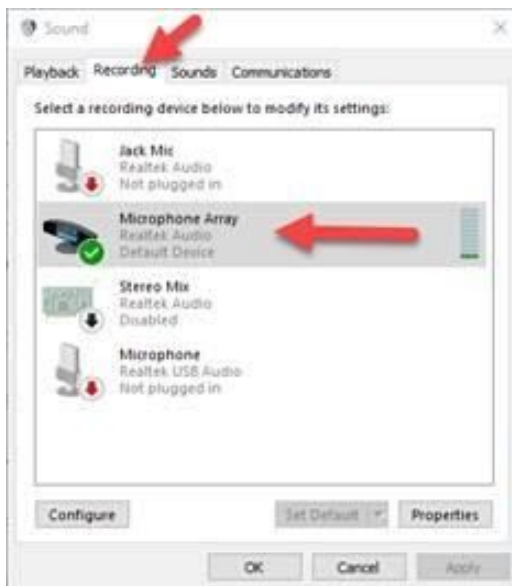
1. Right Click on the speaker icon in the system tray (Near Date/Time)
2. Click on Open Sound Settings



3. Under Related Settings, click Sound Control Panel

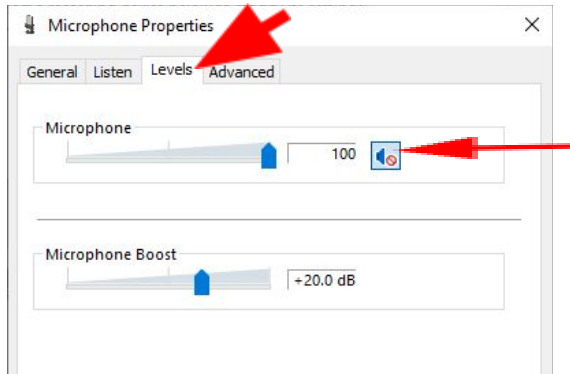


4. Click on the Recording Tab
5. Double Click Microphone Array



6. Click on Levels Tab
7. Raise the Microphone Array Slider to 100
8. Raise Microphone Boost to +20.0DB

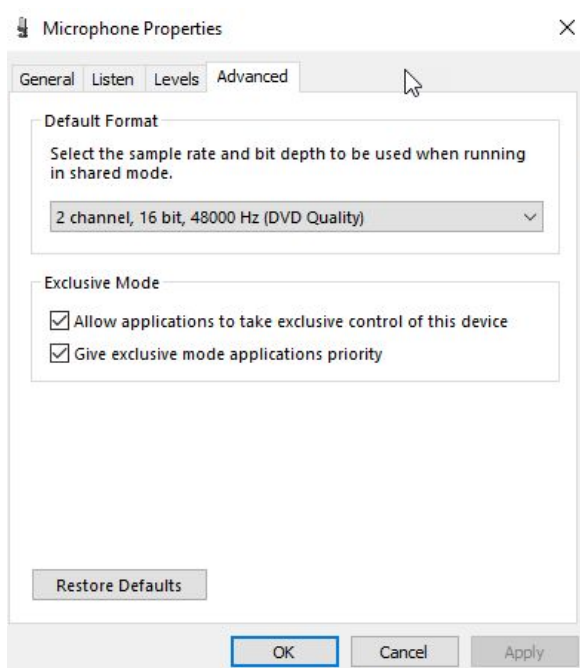
9. Verify that the speaker icon is not muted by displaying red



10. Click the speaker icon if it is red, and it will unmute it.



11. Click on the Advanced tab and uncheck both boxes in exclusive mode



12. Click "OK" to save changes.