PLUGGING IN YOUR HEADSET

Headsets generally come with two different types of plugs - USB or mini-jacks.

If your headset has a USB connector then plug it into one of your PC's USB ports.

If your headset has mini-jack connectors then plug the speaker connector (usually green and/or has a 🎧 symbol) into your PC's speaker socket and the microphone connector (usually pink and/or has a 🎤 symbol) into your PC's microphone socket.
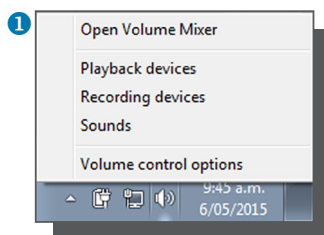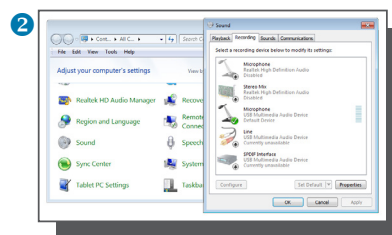

USB connector

Mini-jack connectors

ADJUSTING THE RECORDING PROPERTIES

You can access the **Recording Properties** two main ways.

❶ Right-click on the audio icon on your PC's taskbar, then select **Recording devices**

❷ Via **Control Panel > Sounds > Recording**

Taskbar audio menu

Control Panel menu

Make sure your headset device is enabled. Right-click on your device and select **Enable** to do this. **Note:** you may need to disable other devices in the list to get your headset to work properly - this is fine, you can always enable them again later.

You will know your headset is working properly when the volume level meter to the right flashes green when you speak.

You can then double click your headset device in the list to access more option, such as adusting the recording volume (level). You will need to adjust this level if your recording is too quiet or is distorted.