



Changing settings on your
microphone and headset to
take the test

Introduction

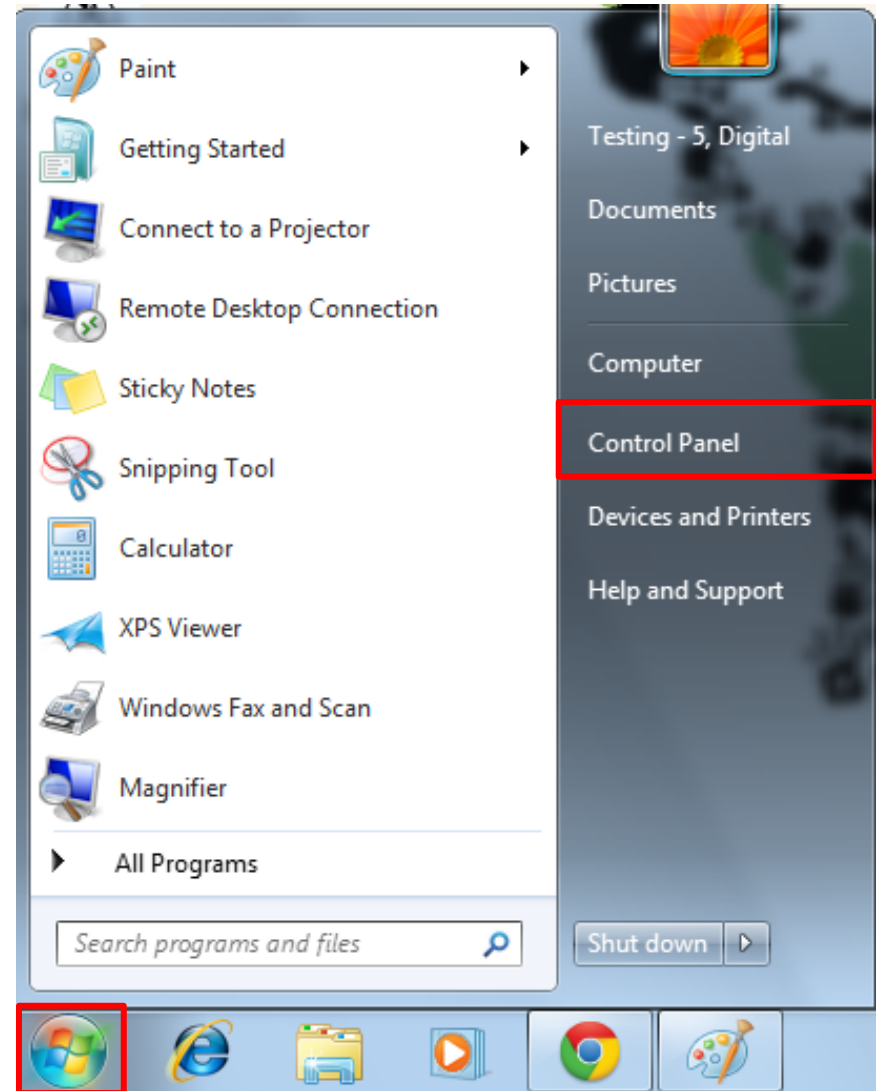
- Before you take your Progress test, you need to check your microphone and headset.
- The equipment check verifies that your internet connection and sound quality are OK for you to complete the test.
- It is possible that you will need to change the settings your microphone and headset to pass the equipment check.
- Take your progress test in a quiet room if possible to avoid background noise.
- A combined headset, or separate microphone and headphone is recommended to take the test.
- The internal microphone of your computer or laptop is not recommended. If other people are taking the test nearby, background noise can be recorded on your test.
- Find your computer's operating system and follow the instructions.



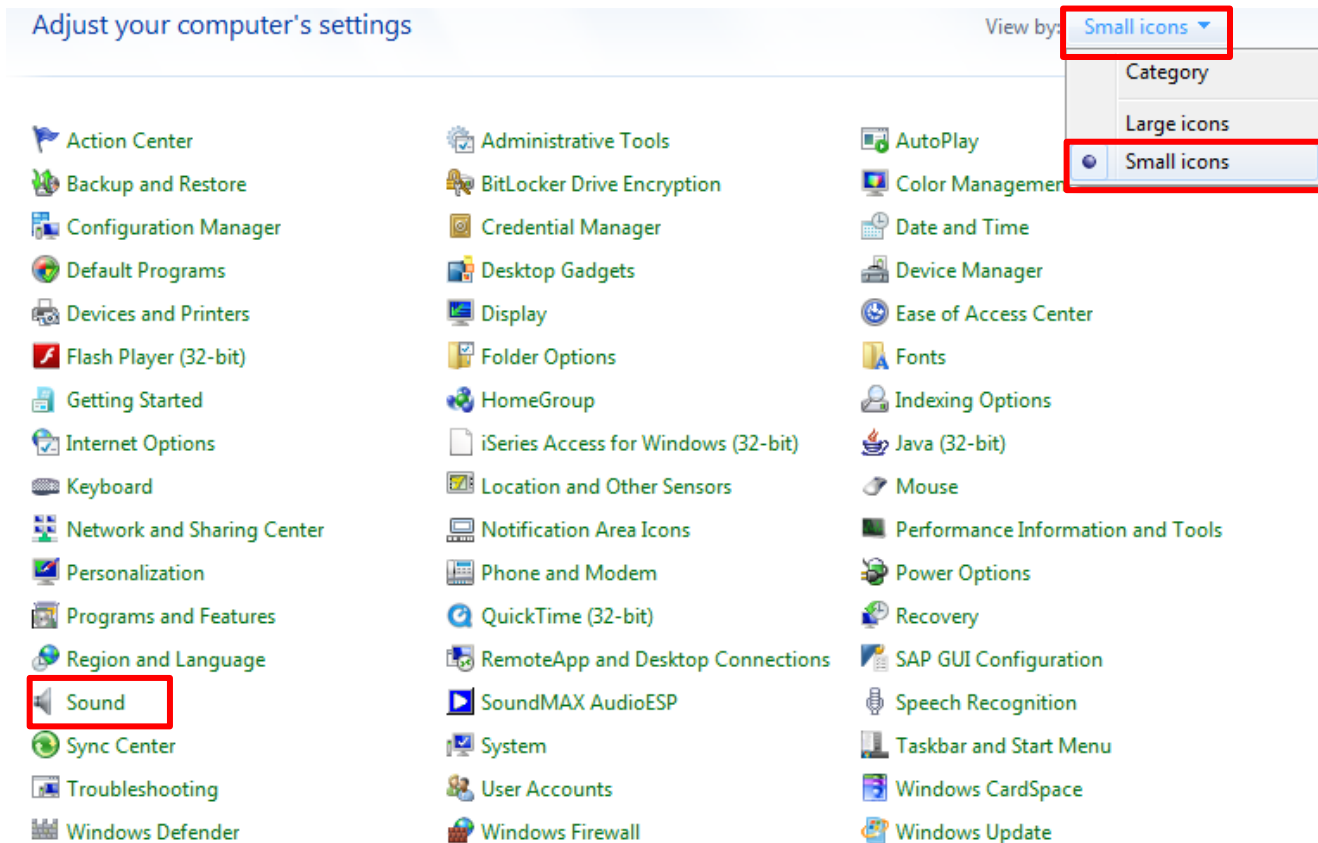
Windows 7

Windows 7

1. Click the Windows Start Icon.
2. Click "Control Panel"



Windows 7

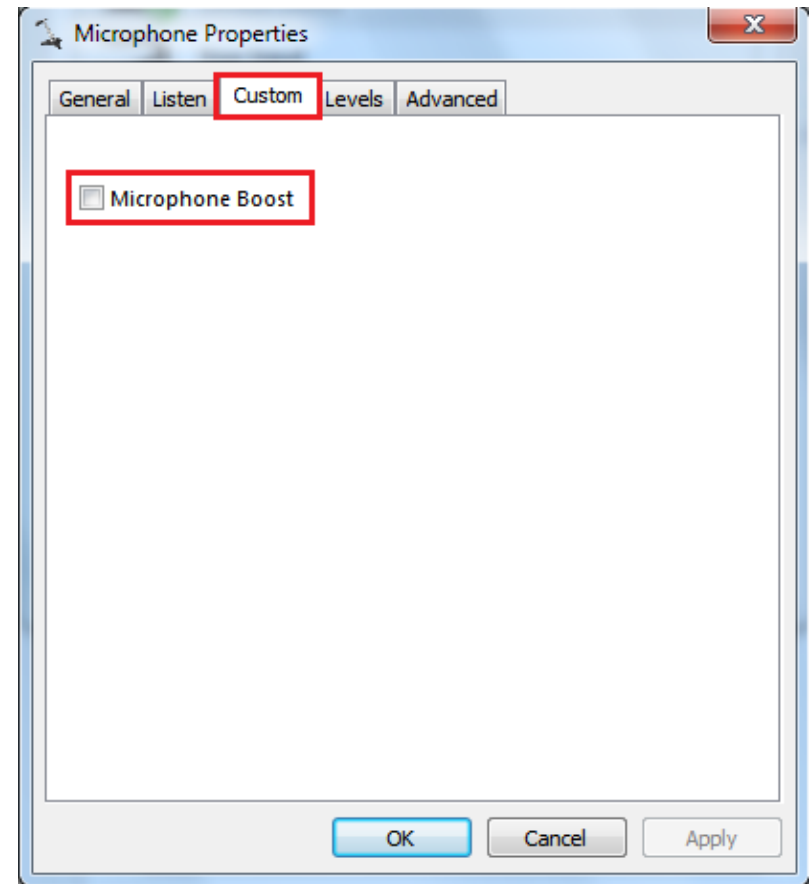
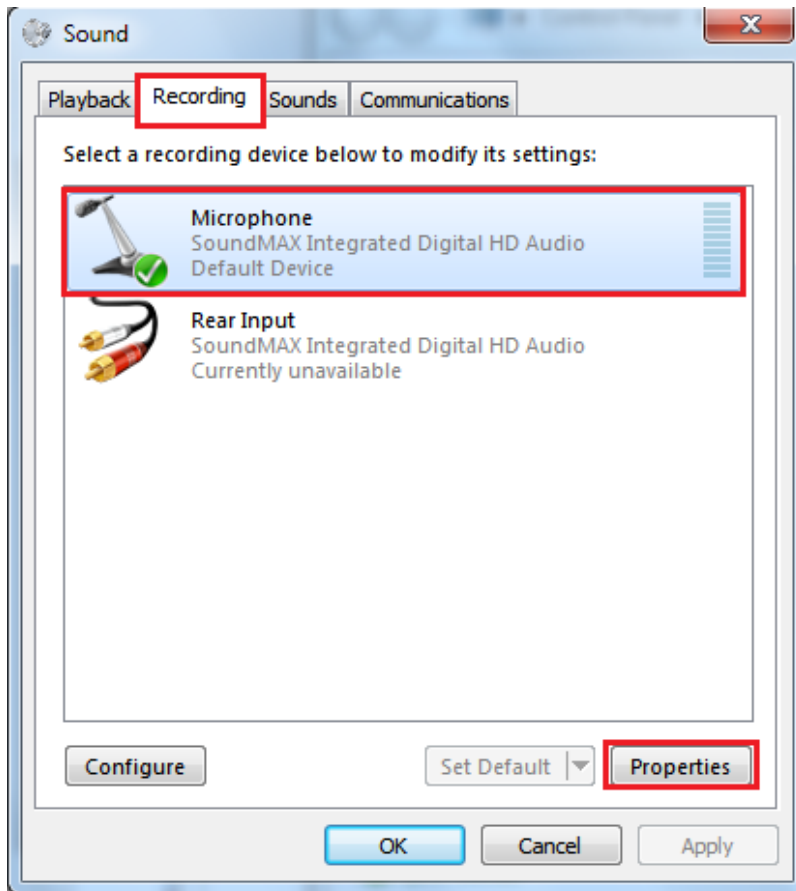


3. Click the "View By" menu and click "Small Icons"
4. Click "Sound".

Windows 7

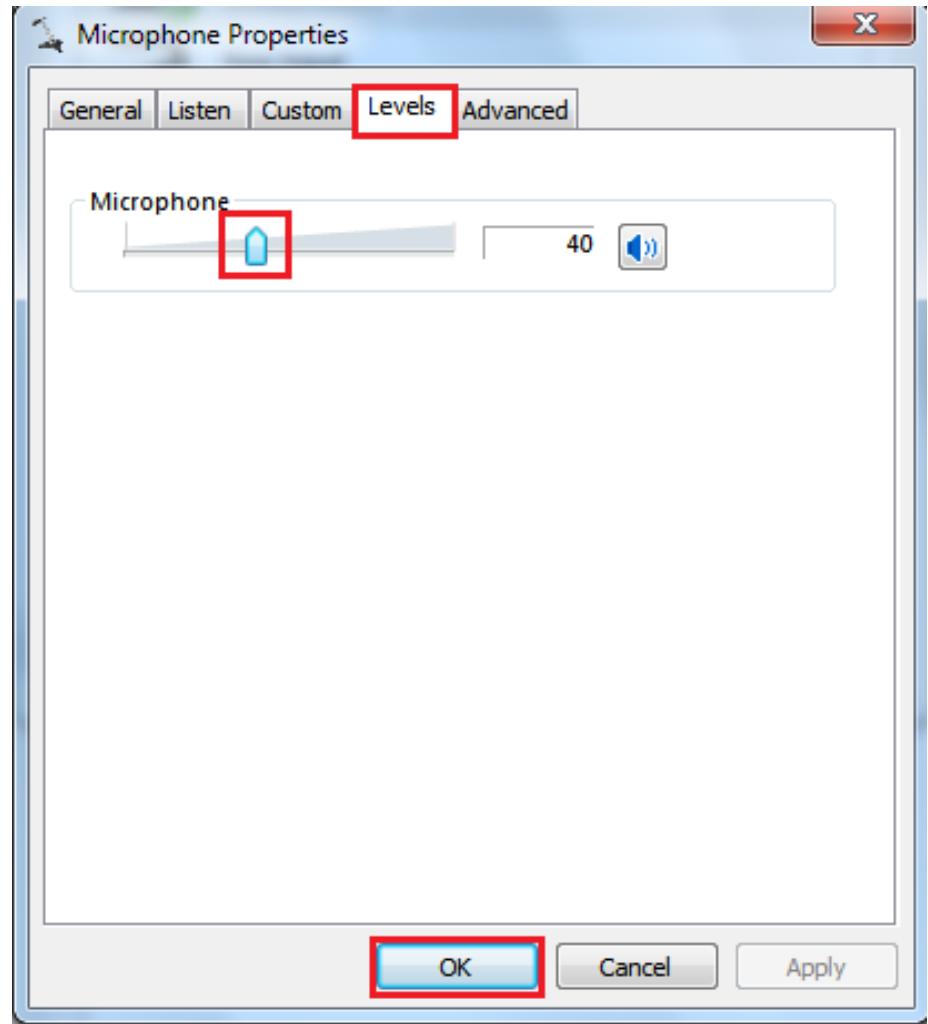
5. Click on the "Recording" tab.
6. Select "Microphone".
7. Click "Properties".

8. Click on the "Customs" tab.
9. Untick the "Microphone Boost" checkbox.



Windows 7

10. Click on the "Levels" tab.
9. Increase or decrease the "Microphone" volume bar to the correct level.
10. Click "OK" button to save changes.



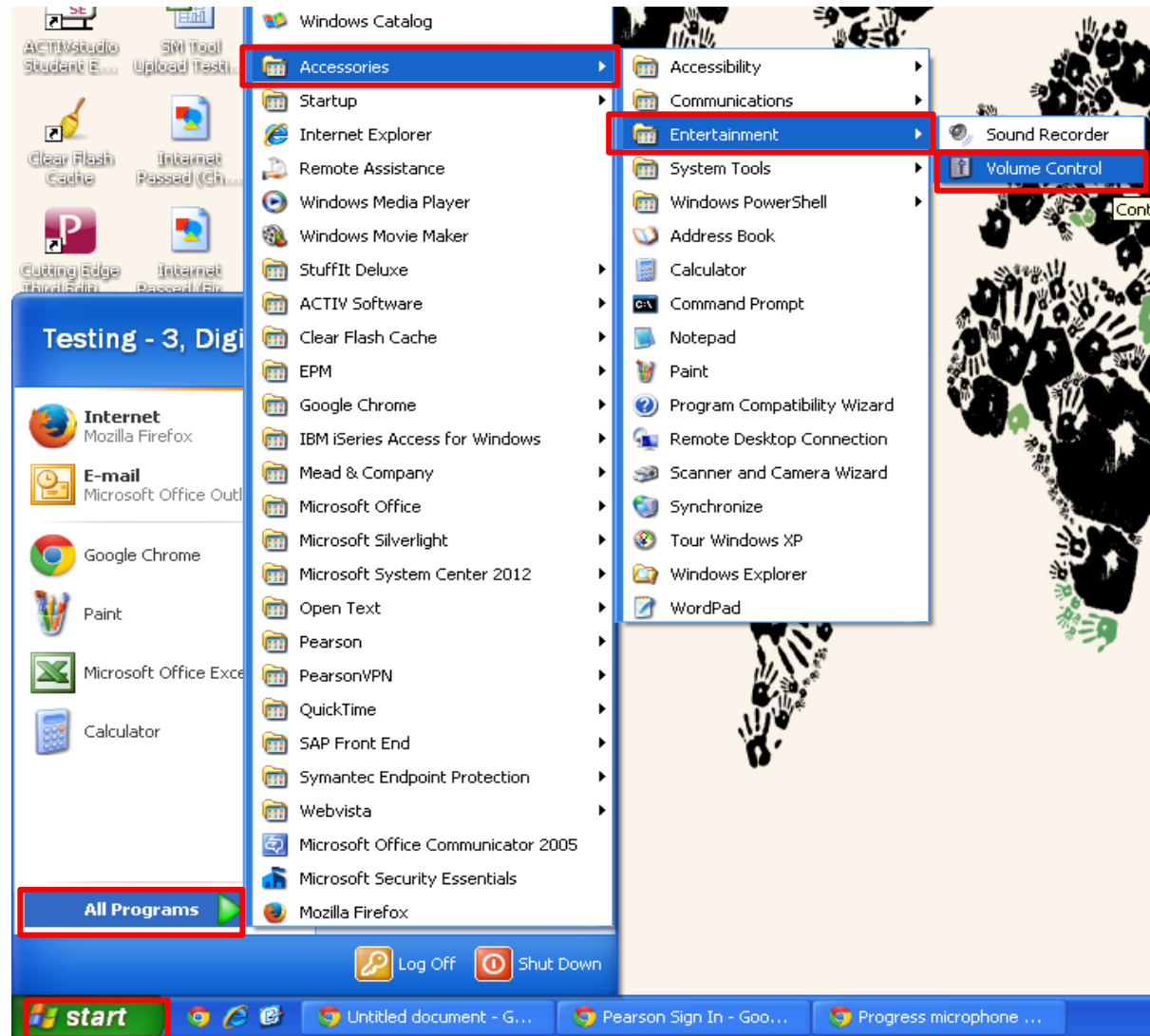


Windows XP

Windows XP

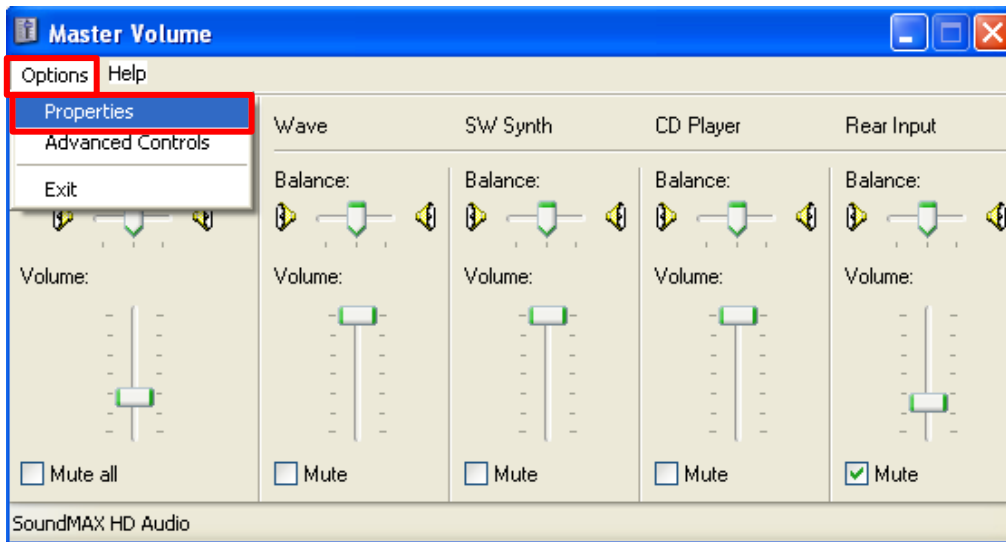
1. Go to the Start menu and select:

- A. All Programs
- B. Accessories
- C. Entertainment
- D. Volume control

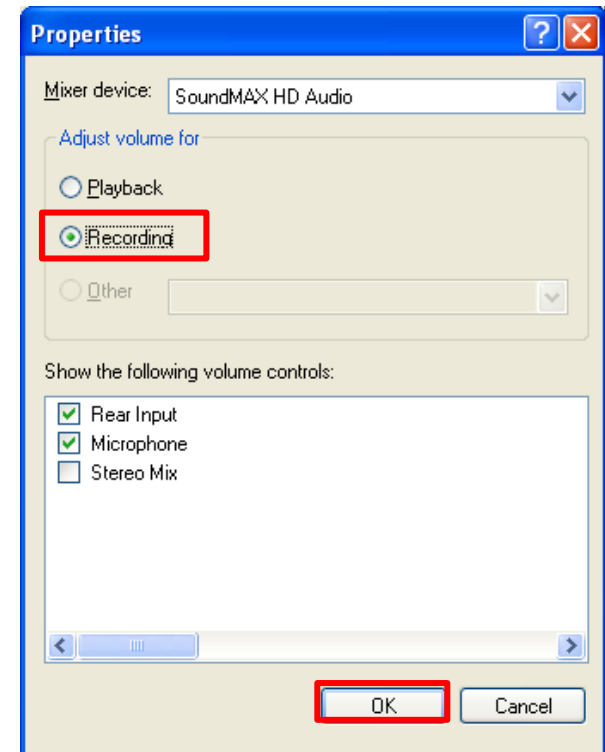


Windows XP

2. Click "Options" then "Properties"

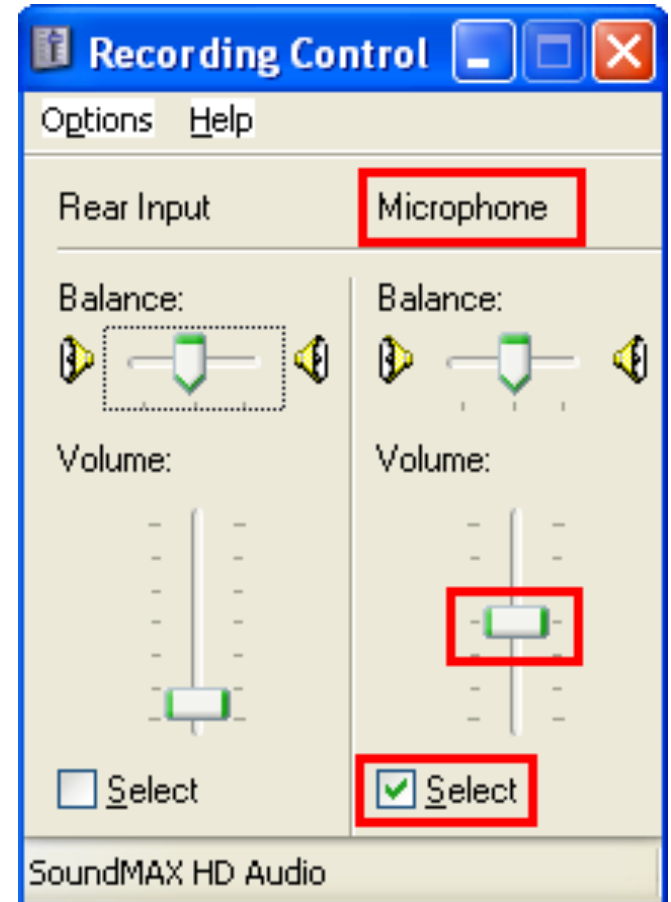


3. Select "Recording" and click "OK"



Windows XP

4. Check the "Select" box on the Microphone panel and then increase or decrease the "Microphone" volume.

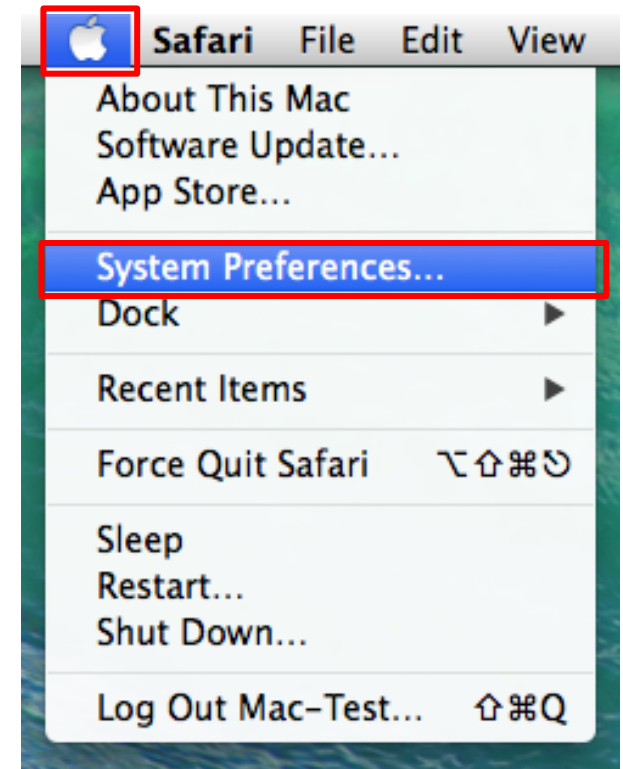




Mac

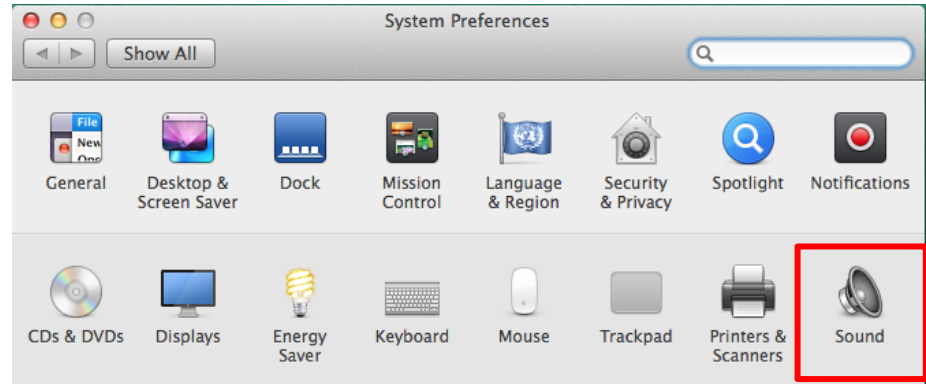
Mac

1. Click the Apple icon and select "System Preferences"



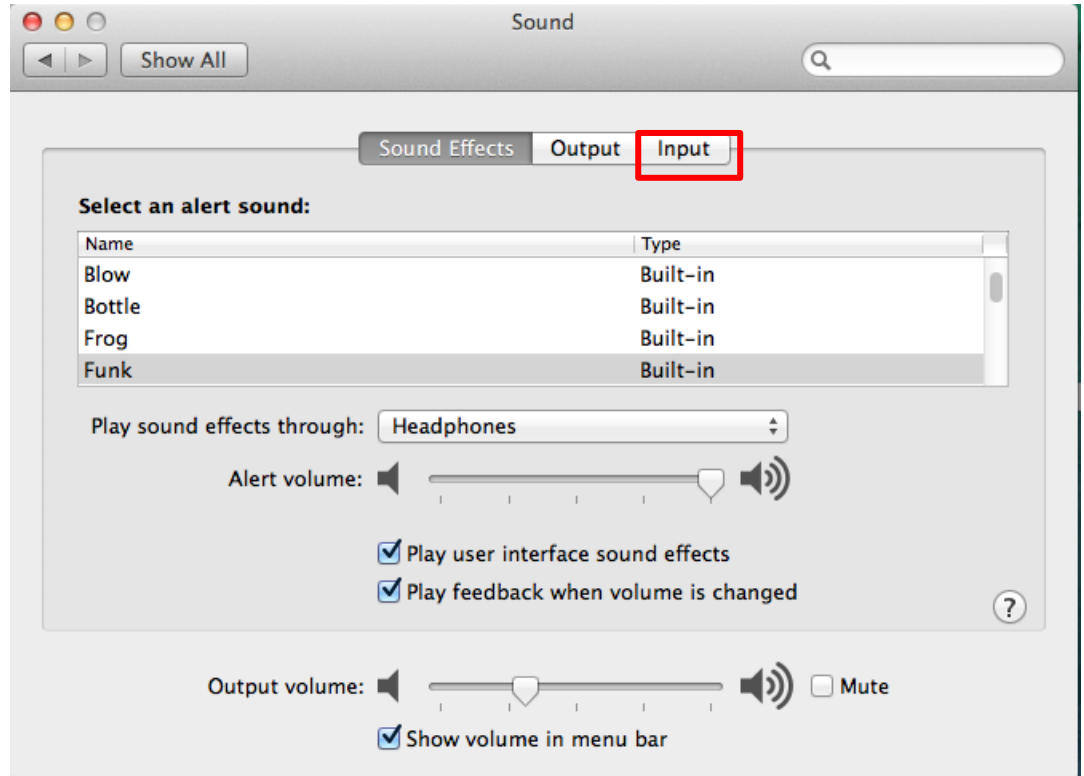
Mac

2. Select "Sound".

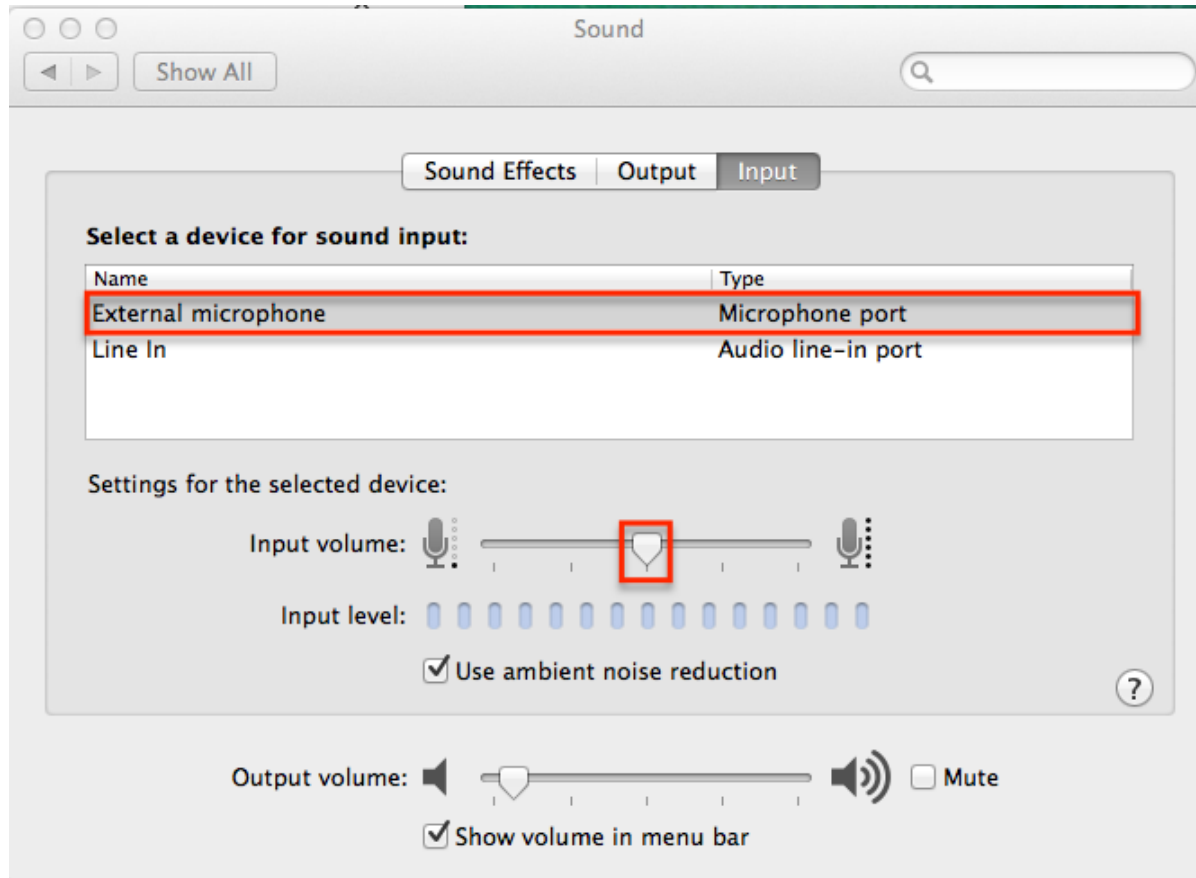


Mac

3. Select "Input".



Mac



4. Click on the 'External Microphone' option and then increase or decrease the "Input Volume" to the correct level.