

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 <u>not</u> 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.







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





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

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

🚱 Sound
Playback Recording Sounds Communications
Select a recording device below to modify its settings:
Microphone SoundMAX Integrated Digital HD Audio Default Device
Rear Input SoundMAX Integrated Digital HD Audio Currently unavailable
Configure Set Default 💌 Properties
OK Cancel Apply

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



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.

Microphone Properties	x
General Listen Custom Levels Advanced	
Microphone 40	
OK Cancel Apply	



1. Go to the Start menu and select:

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

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2. Click "Options" then "Properties"

3. Select "Recording" and click "OK"

Properties	?×
Mixer device: SoundMAX HD Audio	*
Adjust volume for	
O <u>P</u> layback	
Recording ■ Recording ■ ■ ■	
O <u>D</u> ther	~
Show the following volume controls:	
Microphone Stereo Mix	
	>
OK Ca	ncel

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

🚺 Recording Control 🔳 🗖 🔀			
Options Help			
Rear Input	Microphone		
Balance:	Balance:		
Volume:	Volume:		
Select	<mark> </mark>		
SoundMAX HD Audio			

Mac

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

1	Safari	File	Edit	View
Ab So Ap	out This ftware U p Store	Mac pdate.		
Sys	stem Pre	ferenc	es	
Do	ck			•
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Fo	rce Quit	Safari	N 1	0#0
Sle Re	ep start			
Sh	ut Down			
Lo	g Out Ma	ac-Tes	t 1	δжQ

2. Select "Sound".

Mac

3. Select "Input".

0	Sound	
► Show All		Q
Select an alert sound:	Sound Effects Output In	iput
Name	Тур	e
Blow	Buil	lt-in
Bottle	Buil	lt-in
Frog	Buil	lt-in
Funk	Buil	lt-in
Play sound effects through: Alert volume:	Headphones	÷ —⊃ ■ ≫
	Play user interface sound e	ffects
	Play feedback when volume	e is changed ?
Output volume:	Show volume in menu bar	— 🔊 🗆 Mute

Mac

000	Sound	
Show All	Q	
(Sound Effects Output Input	
Select a device for sound in	nput:	
External microphone	Microphone port	
Line In	Audio line-in port	_
Settings for the selected dev Input volume: Input level:	ice:	?
Output volume:	■ → → → → → ■ Mute ■ Show volume in menu bar	

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

