RIO SALADO COLLEGE

Using a Microphone/Headset with a PC/Laptop Manual

Rio Salado College
Information Services

Author	Mark Baldwin
Author Position	Technology Trainer
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Rio Salado College and Information Services Vision, Mission, and Value Statements

Vision Statement

Through living our values, Rio Salado College creates a climate of high expectations for the success of our students, customers and employees. In short, we ASTONISH our customers.

Mission Statement

As an institution of higher education placing high value on student learning, Rio Salado College creates convenient, high-quality learning opportunities for diverse populations. We specialize in customized, unique programs and partnerships, accelerated formats and distance delivery. In all that we do, we pursue continuous improvement and innovation, and we challenge the limits of tradition.

Pride Factors

We take great pride in providing programs and services that are characterized by:

- Quality
- Convenience
- Timeliness
- Accuracy

Core Values

We are unalterably committed to demonstrating the following core organizational values:

- Learning
- Customer Focus
- Continuous Improvement
- Teamwork
- Professionalism
- Diversity
- Innovation

Table of Contents

Overview

There are many programs that may require the use of a microphone or headset, such as the new Click to Talk phone that Rio has developed. Programs like that can use your normal speakers or headphones or the headset speaker. The microphone may be included in your laptop or in your headset, or it may be totally separate; however, it is suggested that for quality, the internal microphone should not be used for most purposes. This manual will walk through all those types of devices and most importantly, how to activate the microphone on your computer.

Types of Headsets/Microphones

There are lots of choices when it comes to using your computer for audio capabilities. All laptops have internal speaker systems, and most desktop systems come with speakers. Below is a list of suggested equipment and their uses.

Single Sided Headset With Boom Microphone

This is the suggested type of headset to be used. The styles may vary, but the basics remain the same. This type of headset allows for one ear to remain free to hear conversations around you and to be aware of your surroundings. Because of the ability to still hear the people around you, as well as the all-in-one package of speaker and microphone, it is suggested that this single sided type is used, especially at work; however, stereo headsets are available with a microphone as well. The microphone boom is easily adjustable and most come with a noise cancelling device of one kind or another to allow for clear communication. Please remember to keep the microphone further from your mouth to keep clarity to a maximum.

PC Microphone

This is just the microphone and is to be used if you wish to use the computer speakers or a separate set of headphones (if you already have headphones you are extremely comfortable with). This will not have the noise reduction quality of the boom microphones included in headsets, but still have good quality and allow for speaker-phone style communication; this is especially useful if more than one person wishes to be part of the conversation.

Hooking Up the Headset/Microphone to the Computer

There are many different styles of computers, and an equally varying array of where the headsets and microphones are to be plugged in. If using a headset with a microphone, there will be TWO plugs; they are usually color coded with green for the speakers and pink for the microphone. The following will walk through where to plug in a headset and a separate microphone.

The Headphone Port

This is where you connect the headphone plug into your computer. It is where the headset cord that is GREEN would go. If it is not color coded, there will be a diagram on it that will also be on the headphone port on the computer. This can be located anywhere on a computer. It may be on the front, the side, or the back of the computer. On most computers, it is easy to find, especially on laptops. Usually, they are color coded as well, again, with the GREEN jack being the speaker jack. Below are some common examples of what the ports look like.

The Microphone Port

This is where the microphone is connected to the computer. As shown in the pictures above, the microphone port is usually pink, but may also be red or no color at all. What is usually shown is the symbol for a microphone, something like this: or this:
If for some reason, the ports are not marked, or the cords are not marked, experiment by trying the different ports until it works. This will not damage the computer or the microphone or headset. This will usually not be necessary, but it will work in the worst case scenario.

Activating the Microphone and Changing the Volume

Once the microphone or headset is plugged into the computer, you may need to activate it in your sound control panel on the computer. The first step is to open your sound control panel. There are several ways to do this, and all will be shown.
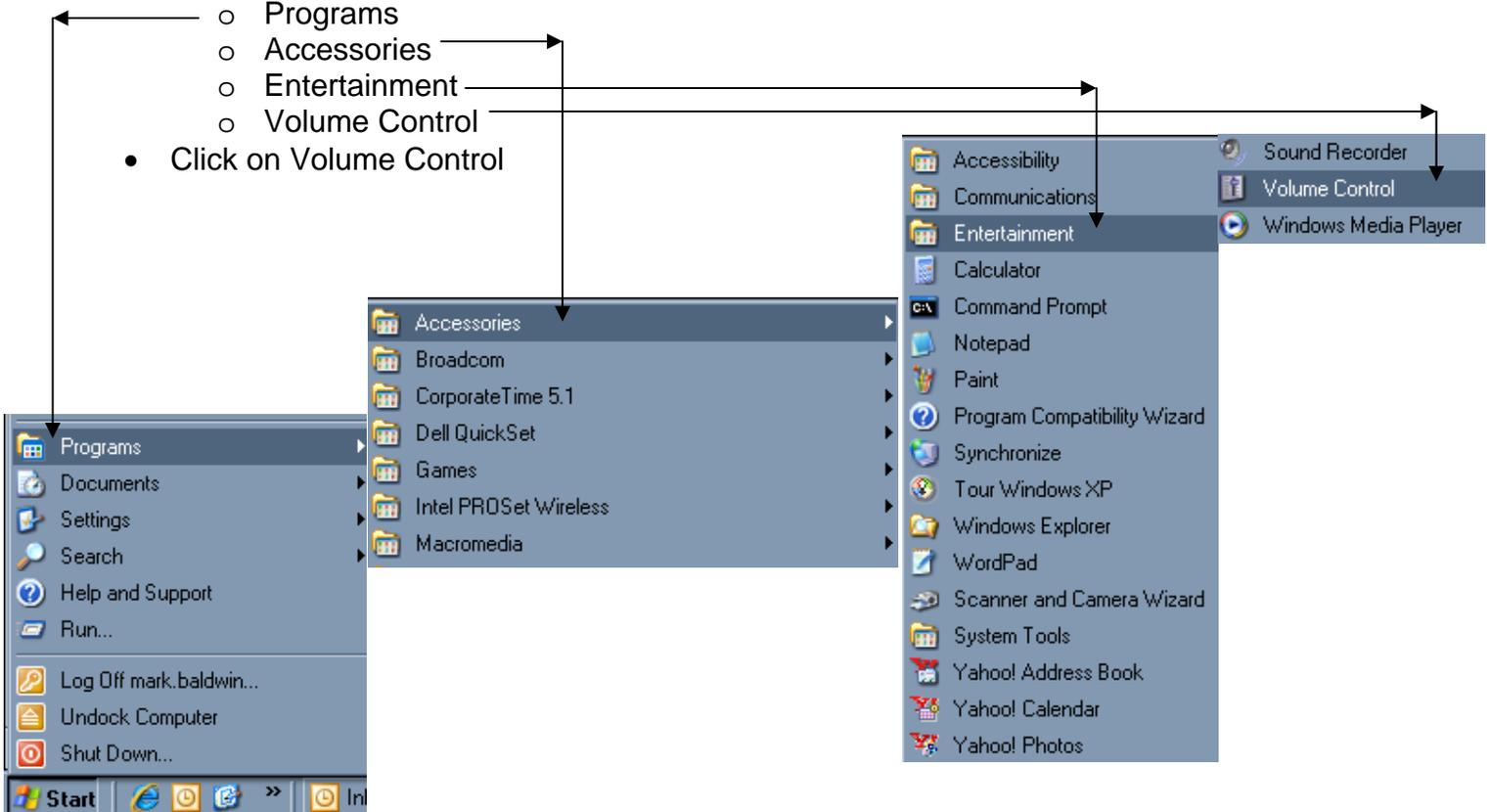
Using the Start Bar

- The first way is to look on your Start Bar. This is the bar on the very bottom of your computer screen. You should see a clock in the bottom right corner and various icons. If this is not visible or if any of the following steps are not able to be followed…continue on to the next method. You are looking for an icon that looks like a speaker:
- If you do not see that icon, it will be necessary to expand your bar.
  - To do this, click on the two arrowhead symbols to the right of the clock:

  - Once this is done, you should see the audio symbol. If you do not, please skip to the next method.
- Now that you see the audio symbol, double click on it. The Volume Control Panel will appear. You may now skip to the section on how to use this panel.

Using the Start Button

- If the icon was not found using the first method, please begin by clicking on the START button located in the far left corner of your screen. Then follow the outlined steps:
  - Programs
  - Accessories
  - Entertainment
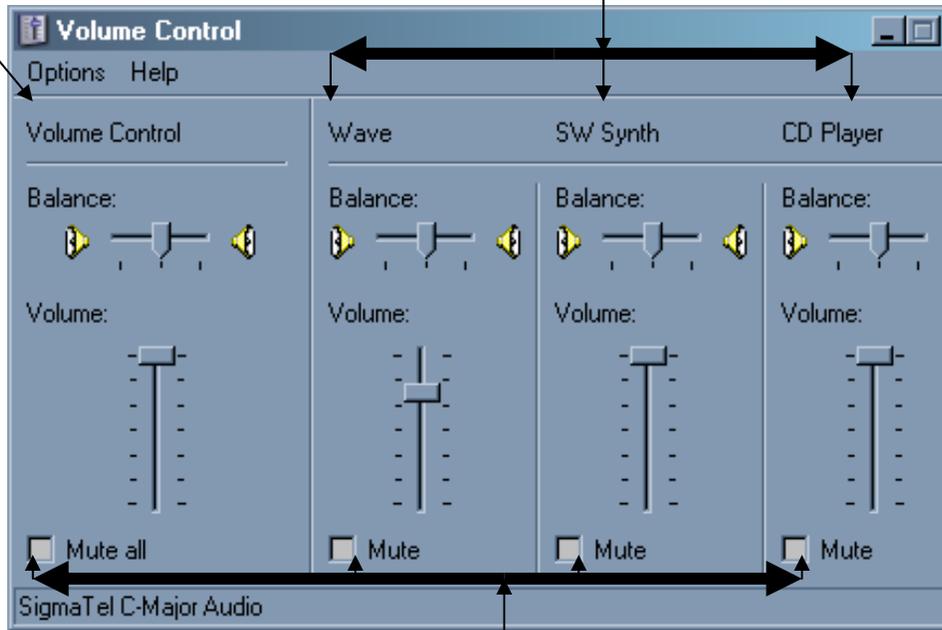 - Volume Control
- Click on Volume Control

Using the Volume Control Panel

The Volume Control Panel allows you to adjust the volume of all aspects of the sound of your computer. This is where you can increase or lower the volume going to your headset or speakers. This is also where you can adjust your microphone and activate it. Here is a quick overview:
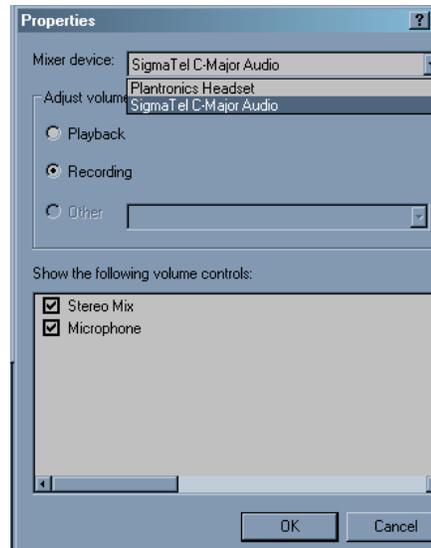
Controls the Master Volume   Raises or lowers the volume of the following inputs

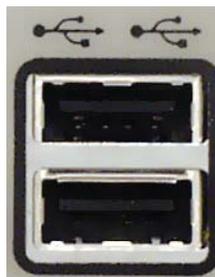Allows you to completely silence either all audio or the specific inputs

Adding the Microphone Controls

- In the top left, click on Options.
- Click on Properties.
- If there is an option, click on the space next to RECORDING.
- Check the box next to Microphone.
- Click OK.
- In the Volume Control Panel, make sure Microphone is not on Mute.
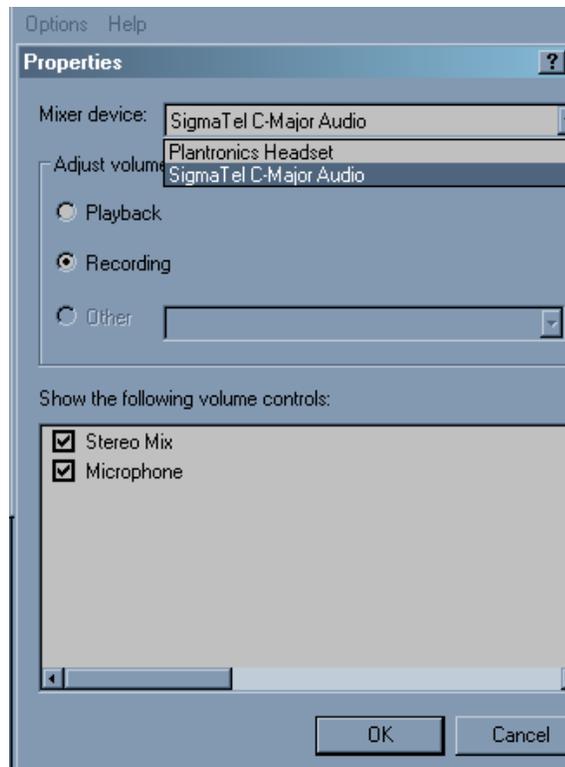- If connected, the microphone will work.

Using a USB Headset

A USB headset works the same way as a normal headset and microphone, except there is only one plug, and it is a USB type. The cord is plugged into a port that looks like this:

Once it is plugged in, an automatic installation will occur on your computer. Usually, nothing will have to be clicked; the computer will go through the steps automatically. If you are NOT running windows XP, you may have to manually install the headset. Go to the START button as shown previously, and then point to SETTINGS. Next, click on Control Panel.   From there, you will double click on ADD HARDWARE. You will now be walked through the steps to install the headset. Basically, keep pressing NEXT and reading the choices you are given. Detailed instructions that are tailored to your specific headset would have been included with the headset and are most likely available on the manufacturer's web-site.

Using a USB headset may require one more step. As listed previously in Adding the Microphone Controls, you will go through all of those steps, but this time, there may be more than one microphone option. Make sure to choose your current headset:

After pressing OK, your headset should be installed and working properly.

Participant's Notes: