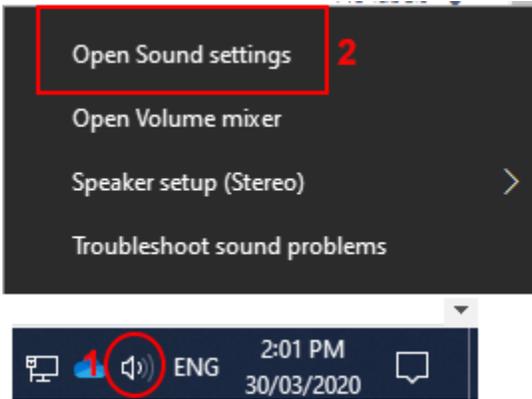


Adjusting Microphone Levels and Gain

There are instances where a user needs to adjust the microphone volume and sensitivity so that audio gets amplified when doing a video or call conference. If the microphone audio volumes sound too low, first try to adjust the microphone volume up to the highest and if the volume is still too low try to adjust the microphone gain. You may want to play around with these settings until you get the right sound volume.

To access the Microphone input settings, right click on the speaker icon (1) on the bottom right side of the taskbar and select Open Sound Settings (2).

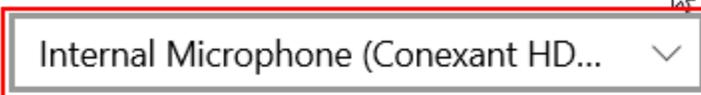


1. Adjusting the Microphone Level

- a. On the Sound Settings, under Input make sure that Internal Microphone is selected as your input device.
- b. Click on Device Properties

Input

Choose your input device



Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

[Device properties](#)

Test your microphone



Troubleshoot

[Manage sound devices](#)

- c. Adjust the Volume slider to suite and click Test
- d. The Volume bar should respond as sound is being detected



2. Adjusting the Microphone Gain (Boost)

- Do all of step 1 then click on Additional device properties under Related Settings
- On the Internal Microphone Properties window click on the Levels tab
- Adjust the Microphone Boost slider to suite.
- Click OK

