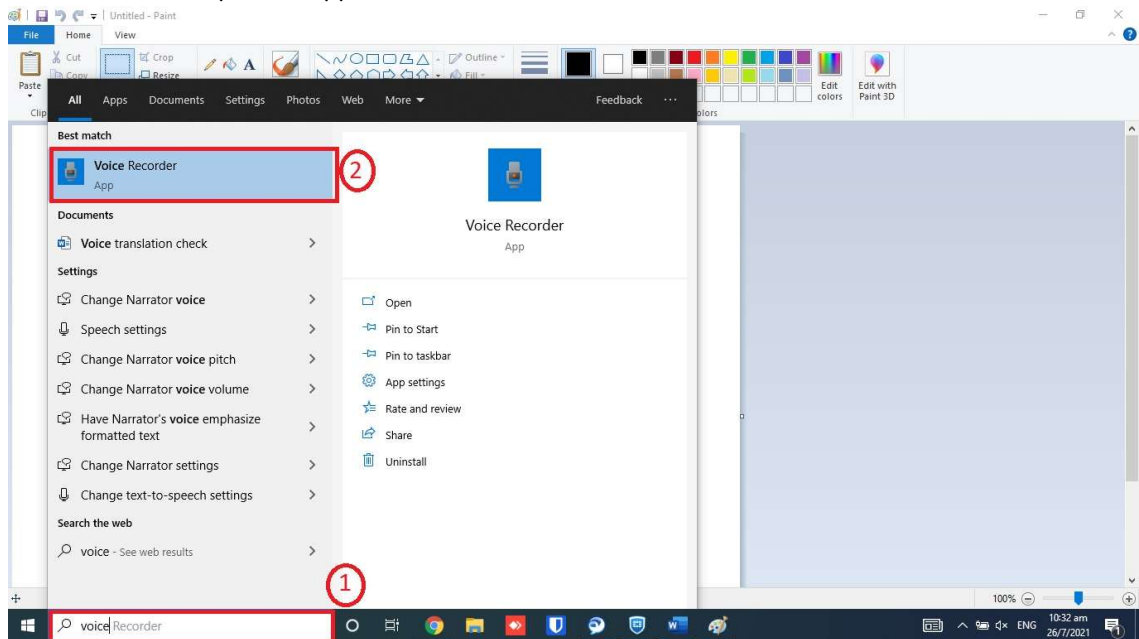


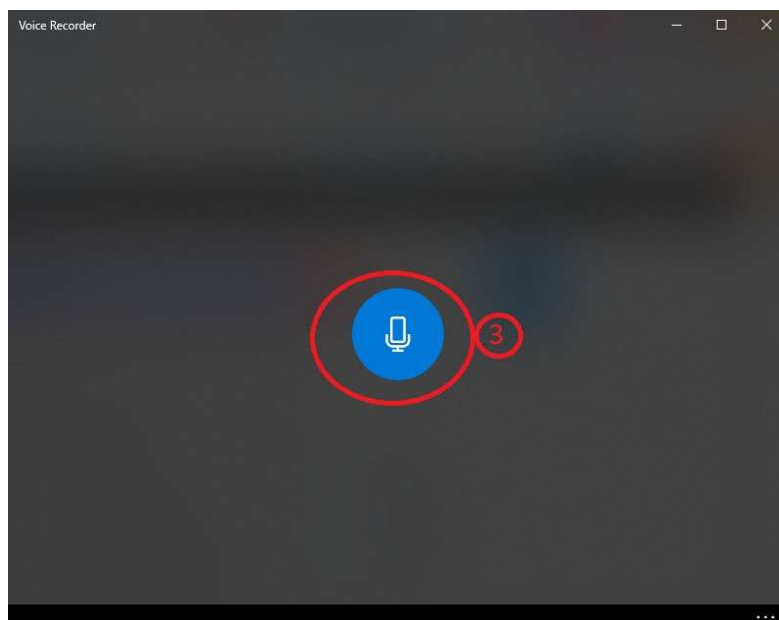


1. While on Windows, **locate your Cortana Search Bar** at the bottom left of your screen (default) or the left side of your Toolbar labelled as ① on the picture below. Then **type in “voice”** using your keyboard. Above it, the Voice Recorder app (marked as ②) will appear. **Left-click** on it to open the app.



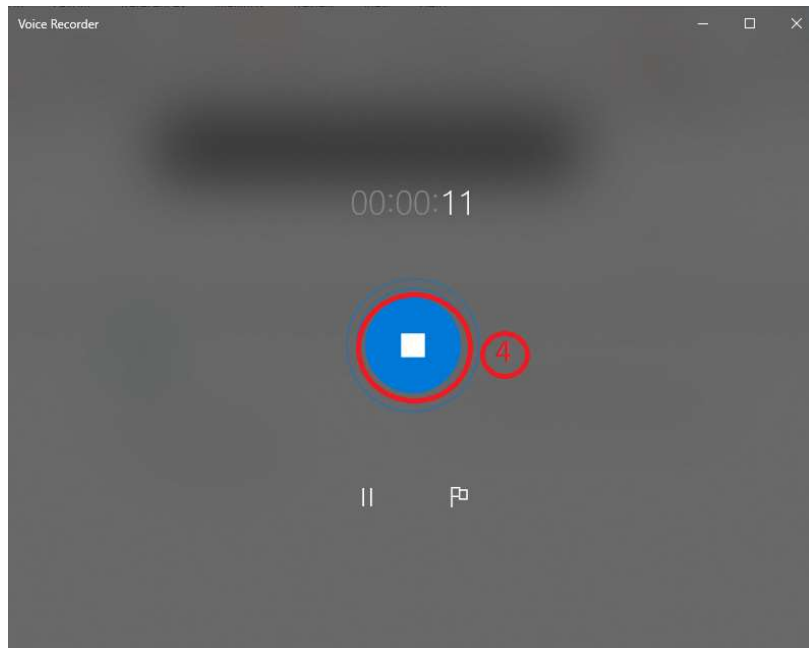
2. A window will pop up for the application. If this is your first time, you will be required to grant permissions by clicking on **Yes**. Otherwise, you will see a big screen with the record button in the middle. Get ready your mic and **left-click** on the middle button (marked as ③ in the picture below), then test your mic by speaking to it. You may use the sentence below for testing:

“The quick brown fox jumps over the lazy dog.”

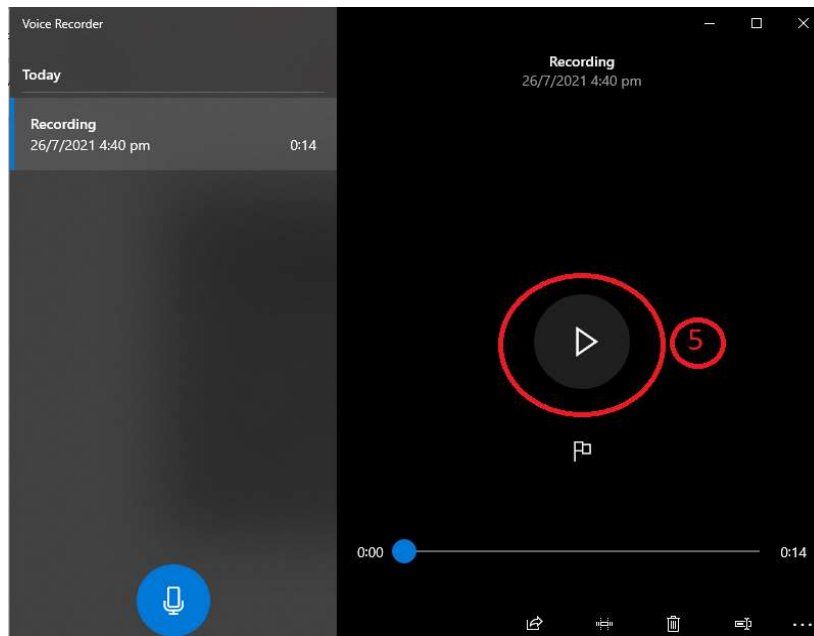




3. Once you are done speaking, you can **left-click** the stop button in the middle (marked as ④ in the picture below) that replaces the record button. This will stop the recording process.



4. **Left-click** on the play button (marked as ⑤ in the picture below) to listen to the recording you just created.

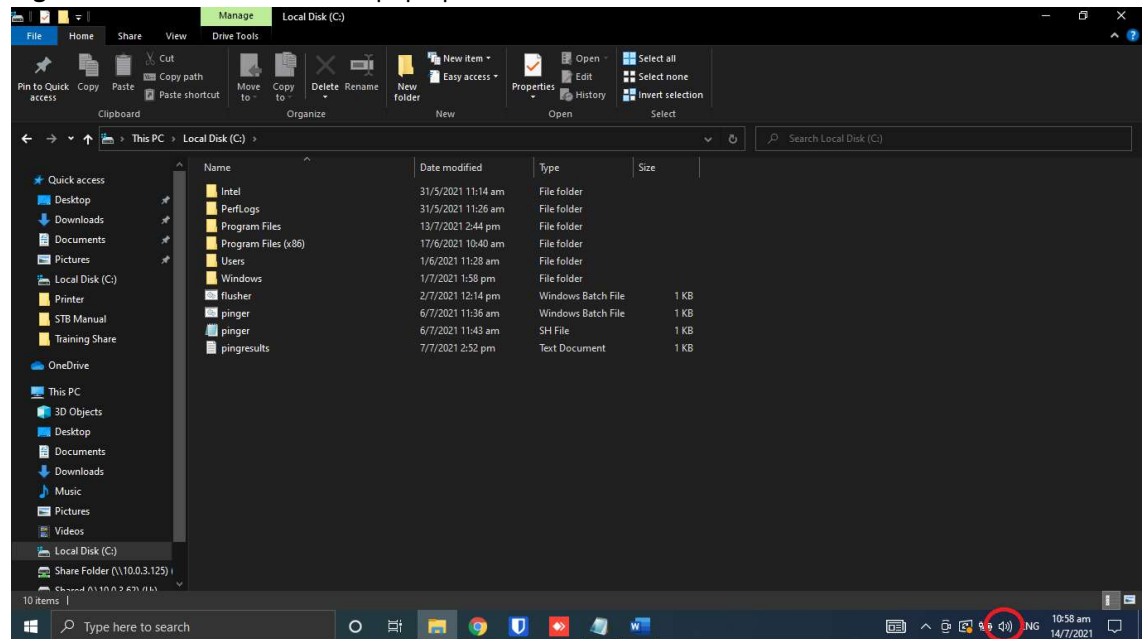




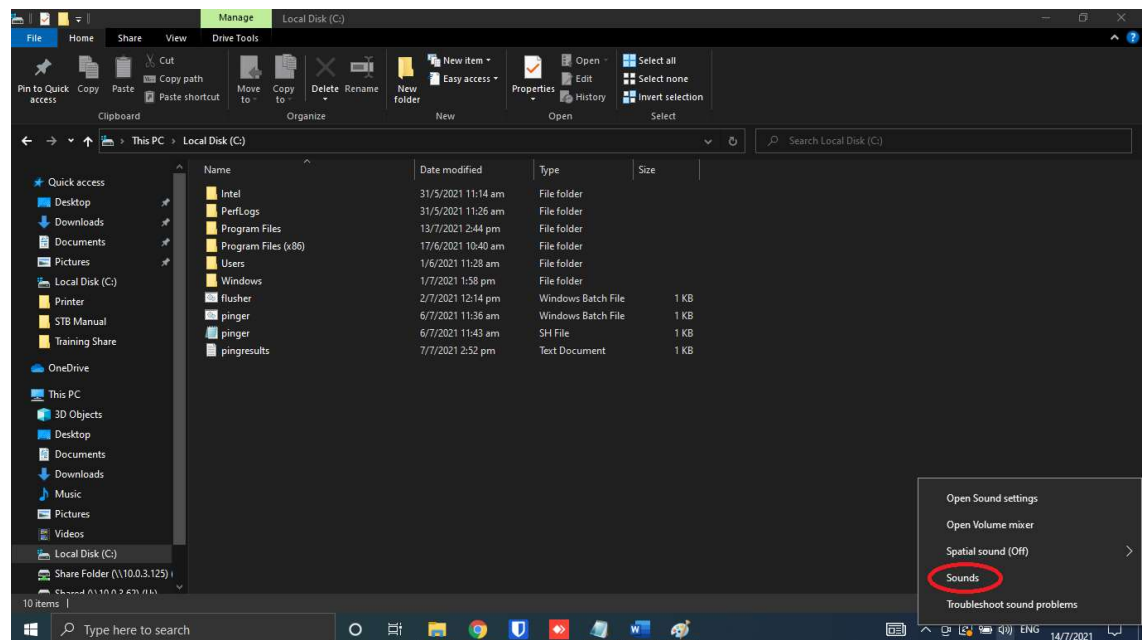
## How to test your Microphone Volume settings (Windows 10)

5. If the volume is too soft or loud, adjust it via the Windows Sound settings. On your Windows

10 Desktop/Laptop, locate the Speaker  icon on your toolbar (default at the right side). **Right-click** on it and a menu will pop-up.



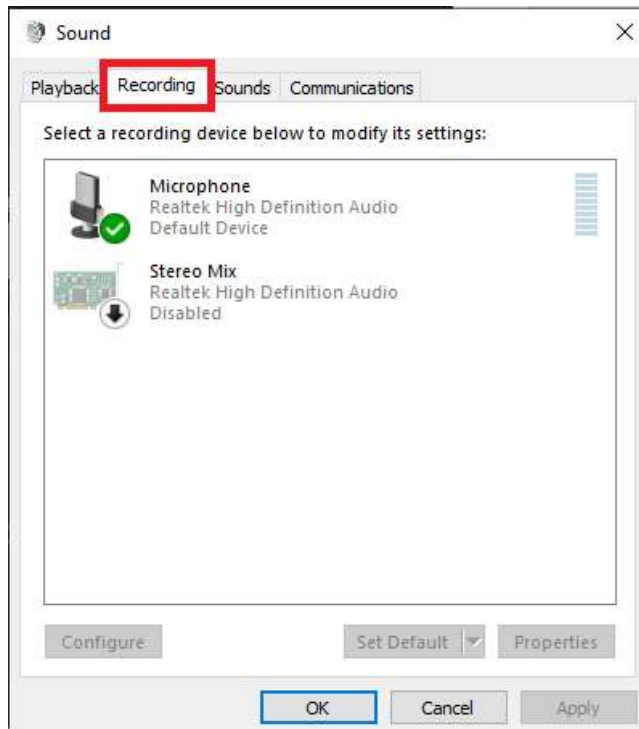
6. On the menu, locate **Sounds** and **left-click** on it. This will open a new window for sound settings.



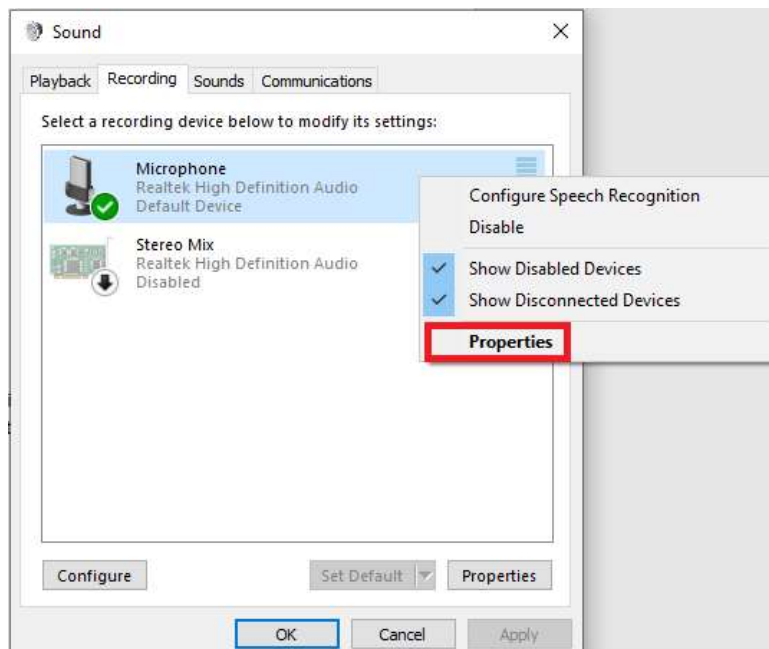


- On the pop-up window, locate the **Recording** tab which should be the second from the left and select it (**left-click**). You will be shown a list of recording devices on your system.

**IMPORTANT!!!: This will vary from system to system.**



- Find the microphone you are using for Jabber, usually it is the one marked with a green tick as it will be your Default Device. **Right-click** on that option and **select (left-click) Properties** from the menu.





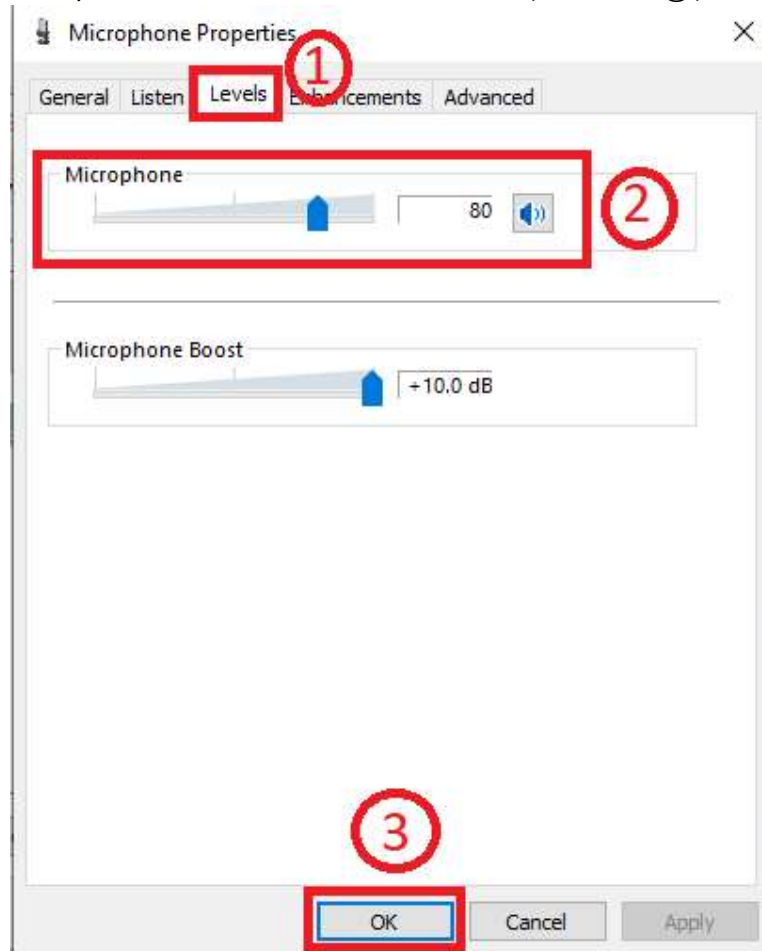
9. A new window will pop-up. Find the **Levels** tab (marked as ①) and **left-click** on it. The window will update to show your Microphone (volume) level (marked as ②).

Adjust the setting right → to increase the volume if you are too soft.

Adjust the setting left ← to decrease the volume if you are too loud.

*Tip: Recommended levels are around 75-100 but is heavily dependent on what microphone you are using.*

Once you are done, click on **OK** at the bottom (marked as ③).



10. Repeat steps 2-4 again to check your new setting.



### Additional Notes:

- Please ensure your Jabber volume settings are set accordingly as well. Instructions to adjust volume in Jabber can be found in the [Jabber installation guide](#) on steps 9-11.
- If your volume is still too soft after setting to 100%, scale the **Microphone Boost** up to +10.0 dB as shown below and hit **OK**. On certain Microphone you can go up to +30.0 dB (**not recommended**).

