ClearOne®
You're Virtually There℠

Select and Adjust Far-End Microphone Balance

✎ *You must select Microphone in the Recording Control window to ensure audio is being sent to the far end.*

1. Open Volume Control panel.

2. On the **Options** menu, click **Properties**.

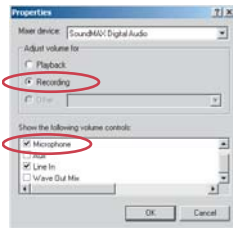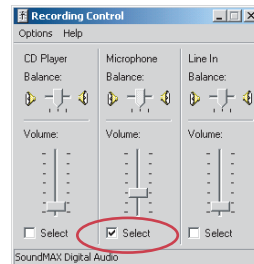3. In the Properties window, click **Recording**.

Figure 7. Recording

Figure 8. Recording control

4. Select the **Microphone** check box.

5. Click **OK** to open the Recording Control window.

6. Click the **Select** check box for Microphone Balance.

7. Use the volume slider to adjust the volume of the audio being sent to the far end.

⠿ USING THE ACCUMIC

To Mute the AccuMic

1. Press the Mute button (on top of the mic pad) to mute the AccuMic PC mic elements. The LEDs will turn red.

2. Press Mute again to unmute the mics. The Leds will turn green.

✎ *When using two connected AccuMics, pressing the Mute button on either unit will mute/unmute both AccuMic mic pads.*
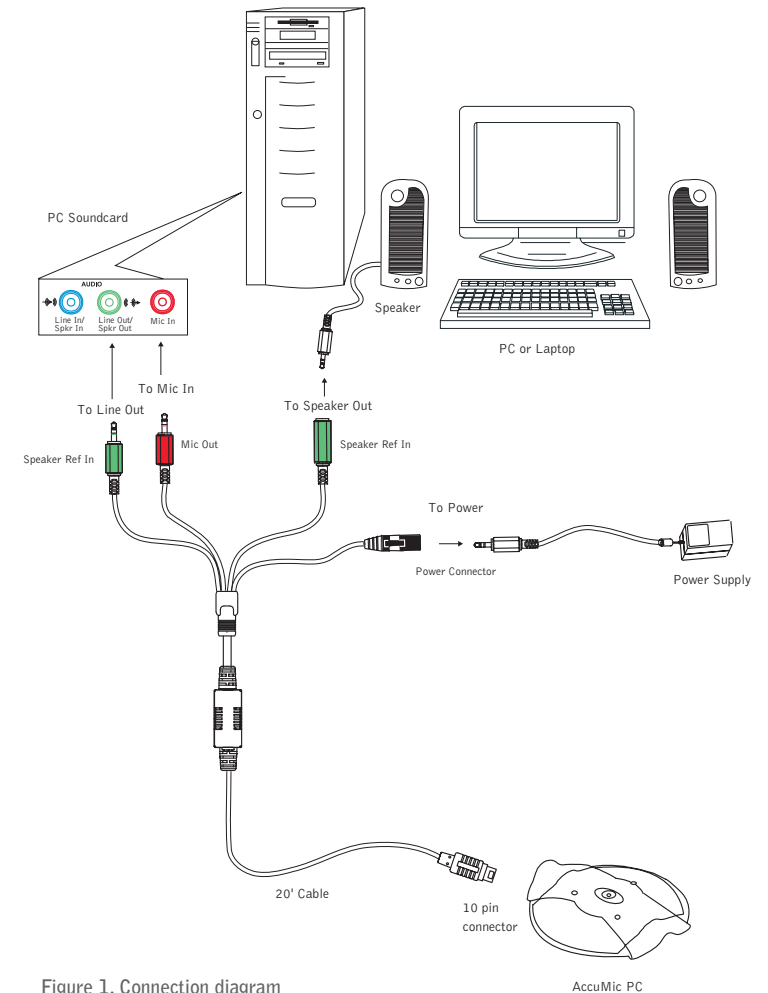
⠿ CONNECTING THE ACCUMIC™ PC

Figure 1. Connection diagram

Getting Started Guide

CONFIGURING VOLUME CONTROL SETTINGS

Open the Volume Control Panel

1. From the Start Menu, go to **Settings**, then **Control Panel**.

2. Double click the **Sounds and Multimedia** icon to open **Sounds and Multimedia Properties**.

3. Select the **Audio** tab and click **Volume** in the Sound Playback section.
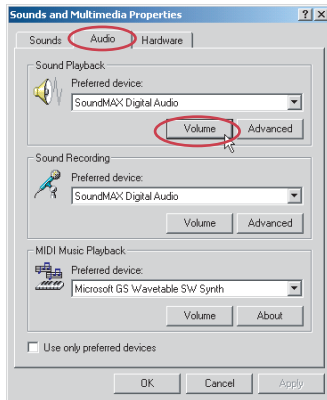

Figure 2. Sounds and Multimedia Properties
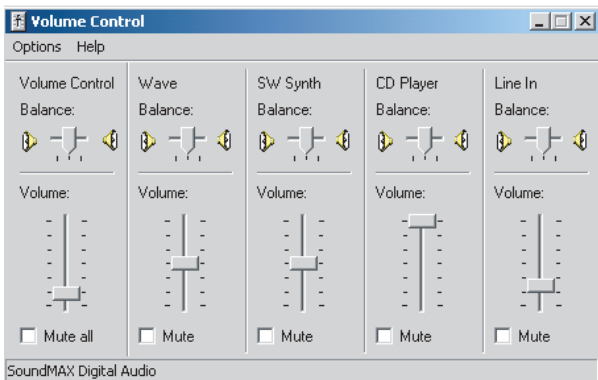
The Volume Control panel will open.

Figure 3. Volume Control

Mute Near-End Microphone Balance

You must mute the microphone balance to prevent local audio from looping back through your loudspeakers and causing feedback problems.

1. Open Volume Control panel.

2. On the **Options** menu, click **Properties**.

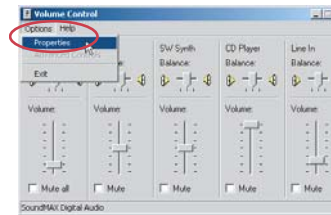3. In the Properties window, click **Playback**.
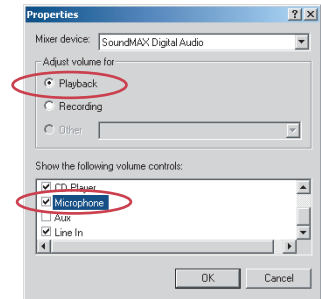

Figure 4. Options menu

Figure 5. Playback

4. Scroll down and select the **Microphone** check box.

5. Click **OK**.

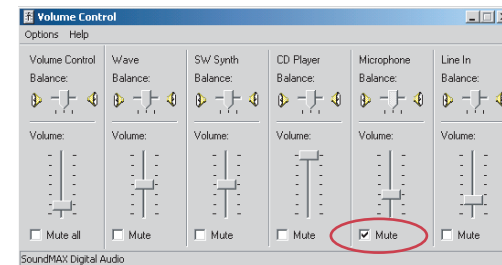   The volume control window now displays the settings for Microphone Balance.

Figure 6. Mute Microphone Balance

6. Select the **Mute** check box for Microphone Balance.