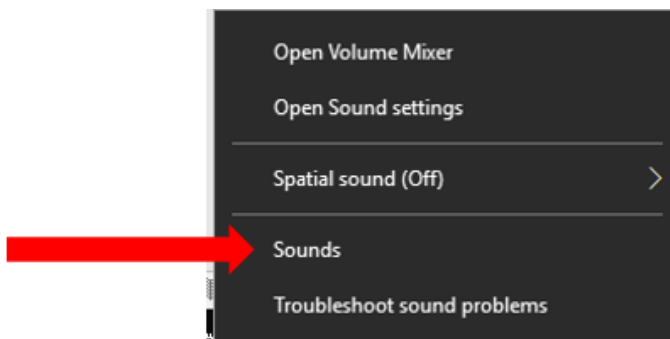## *Audio and Microphone Initial Setup on your Computer (Windows 10)*
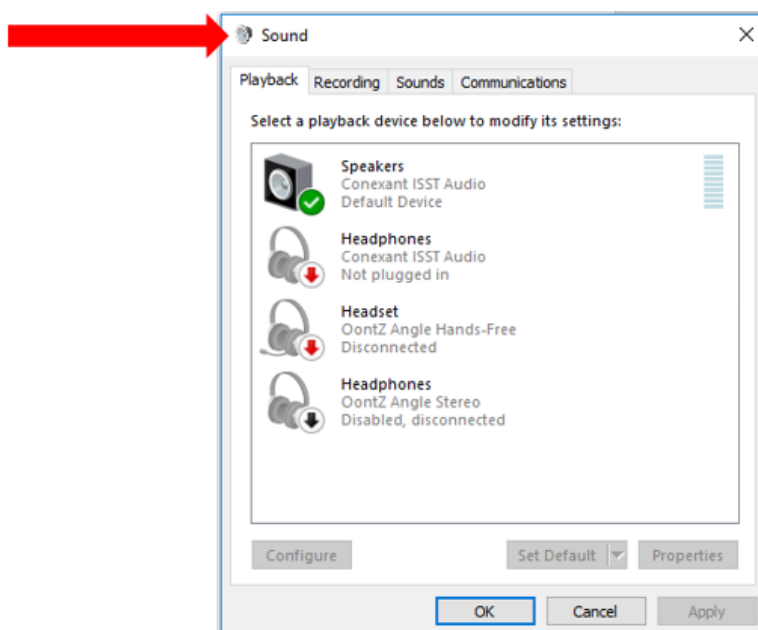
1. Look in the lower right corner of your screen for the sound icon and **right click** on it.
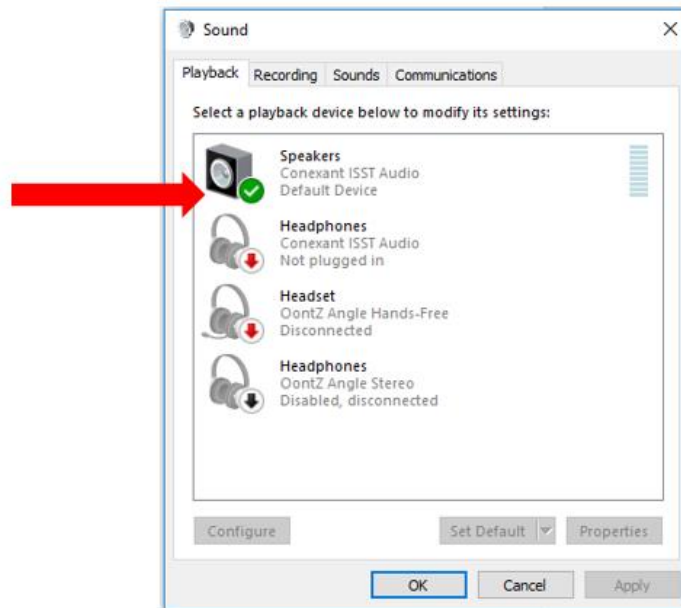

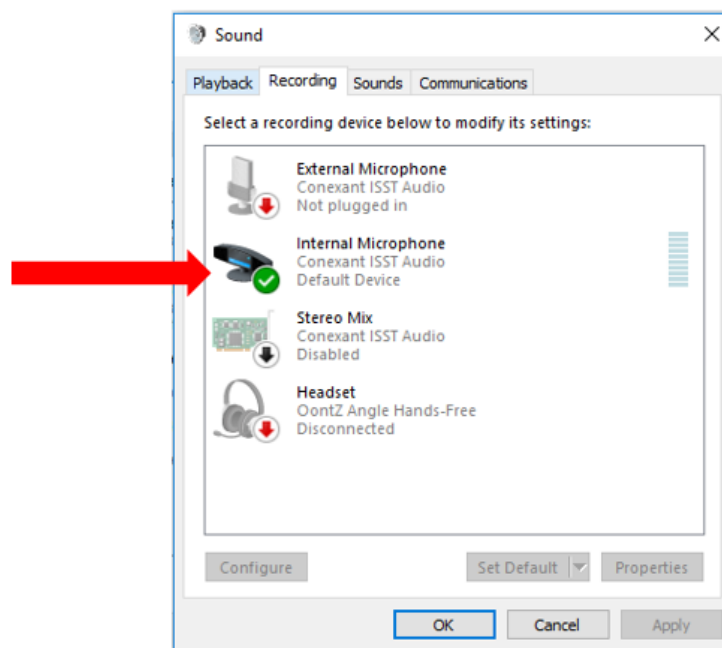2. In the menu that appears left click on **Sounds**

3. The **Sound Menu** will appear

4. In the **Sound** menu**,** you can see on the **Playback Tab,** the Speakers are the Default Device. The Speakers in this case are the local computer speakers. In addition, other Headphones\Headsets you may have connected in the past display as Disconnected or not plugged in. In this picture, you can see that the Speakers are the default device, by the **green checkmark** next to them.

5. Now in the **Sound** Menu click on the **Recording** Tab. You will see that the **Internal Microphone** is the default device.

6. To setup the **Playback\Recording** device, plug your Headphones\Headset into your laptop Headphone\Microphone port. Once they are connected, you will then see your Headphones\Headset displayed in the **Playback\Recording tabs** as connected and the default device.