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.

Playback	Recording	Sounds	Communica	ations	
Select a	playback d	evice belo	ow to modif	y its settings:	
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Confi	stute		S	t Default	Properties

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.

Sound	× 🔊 Sound
Playback Recording Sounds Communications	Playback Recording Sounds Communications
Select a playback device below to modify its settings:	Select a recording device below to modify its settings:
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Headphones Conexant ISST Audio Default Device	Internal Microphone Conexant ISST Audio Ready
Headset OontZ Angle Hands-Free Disconnected	Stereo Mix Conexant ISST Audio Disabled, unplugged
Headphones OontZ Angle Stereo Disabled, disconnected	Headset OontZ Angle Hands-Free Disconnected
Configure Set Default V Prop	rties Configure Set Default Properti