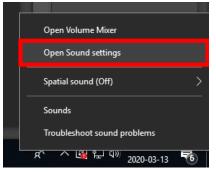
## Configuring Audio Devices for Web Conferencing in Windows 10

How to prepare your computer's audio devices for successful web conferencing in GoToMeeting and Blackboard Collaborate Ultra

1. The bottom-right corner of the screen is the **System Tray** part of the Windows 10 taskbar which contains a little **speaker shaped** icon



2. Right-click on the speaker icon and select Open Sound Settings

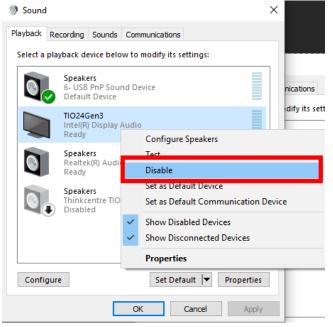


3. On the **Sound Settings** screen, click the link **Sound Control Panel** located in the top-right corner; Of the four tabs in the **Sound Control Panel**, **Playback** (speakers) and **Recording** (microphone) are the two that are important

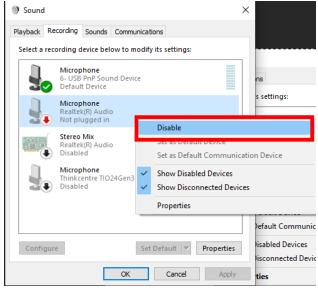
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Choose your output device	Related Settings	
Speakers (6- USB PnP Sound Device) 🗸 🗸	Bluetooth and other devices	
Some apps are using custom output settings. You can customize these	Sound Control Panel	
in advanced sound settings. Device properties	Microphone privacy settings	
Volume	Ease of Access audio settings	
¢۱) <u></u> 38	Have a question?	
▲ Troubleshoot	Setting up a microphone	
Manage sound devices	Fixing sound problems	
	Get help	
Input		
Choose your input device	Make Windows better	
Microphone (6- USB PnP Sound Dev $ \lor$	Give us feedback	

 In the Playback tab, right-click on all audio devices that are not your headset and select Disable; your headset may be listed as USB PnP Sound Device and may also contain the brand name of your headset



5. In the Recording tab, right-click on all audio devices that are not your headset and select Disable



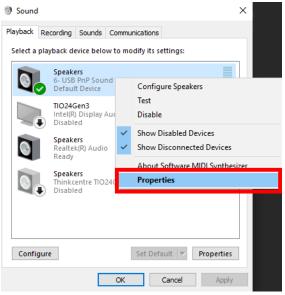
6. In the **Recording** tab, right click on your headset device and select **Properties** 

Sound	I			×
Playback	Recording	Sounds	Communications	
Select a	recording d	levice bel	low to modify its settings:	
		PnP Sow	nd Device	
3	🖌 Defaul	t Device	Configure Speech Recognition	
	Microp Realtel	hone k(R) Auc	Disable	
	Not pli	ugged i	<ul> <li>Show Disabled Devices</li> </ul>	
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7. Click the Levels tab and set the Microphone volume to between 85 and 100; click Ok to apply

Sound	$\times$	
Playback Recording Sounds Communications		
Ser 🖁 Microphone Properties		×
General Listen Custom Levels Advanced		
Microphone		1
		1
OK Cancel	Apply	/

8. In the Playback tab, right-click on your headset and select Properties



9. Click the Levels tab and set the Speakers to a comfortable level; click Ok to apply

Sound ×	
Playback Recording Sounds Communications	
Se Se Seakers Properties	×
General Levels Enhancements Advanced Spatial sound	
Speakers 50 ()) Balance	
OK Cancel App	ly

You are now ready to launch your web conferencing software (GoToMeeting or Blackboard Collaborate Ultra) and run the audio set-up to ensure your headset is functioning properly in the web conferencing environment.