ADJUSTING YOUR VOLUME CONTROL IF YOUR MICROPHONE IS TOO SENSITIVE/LOUD

1. Some headsets have an external microphone control on the cord or headset. If you have a microphone volume control on your headset, first try turning that level down.

2. Your Microphone Volume Control is not handled within FuzeMeeting, but rather, within your computer. First, right click on the "speaker icon" in the task-bar next to the clock in the bottom right-hand corner of your computer screen:
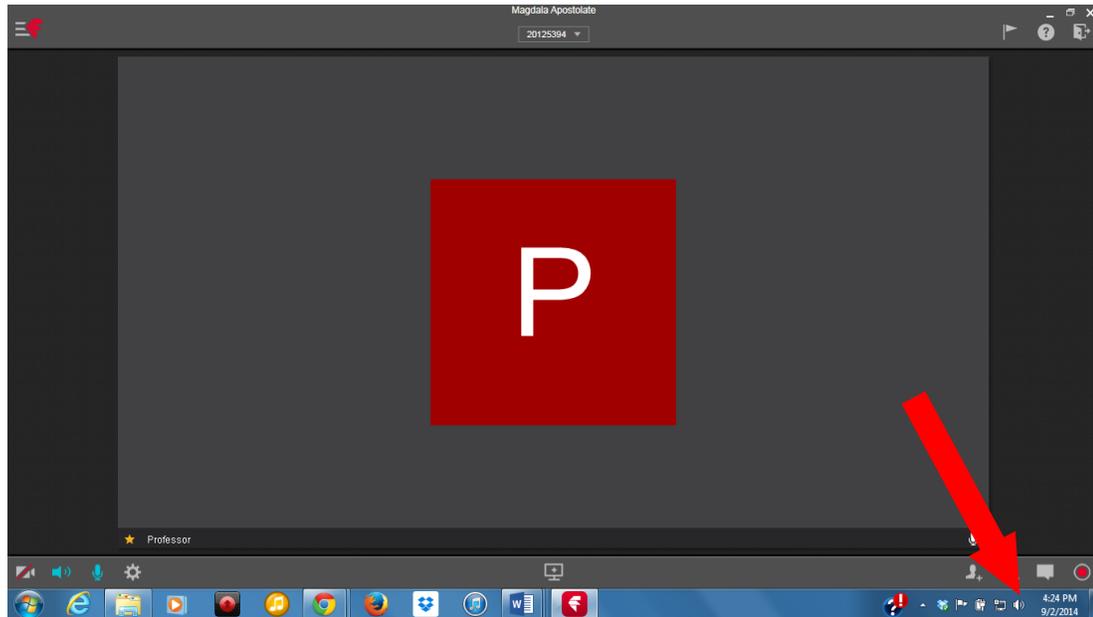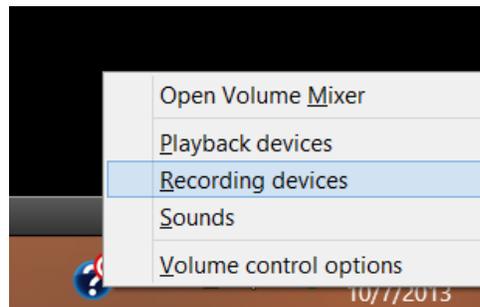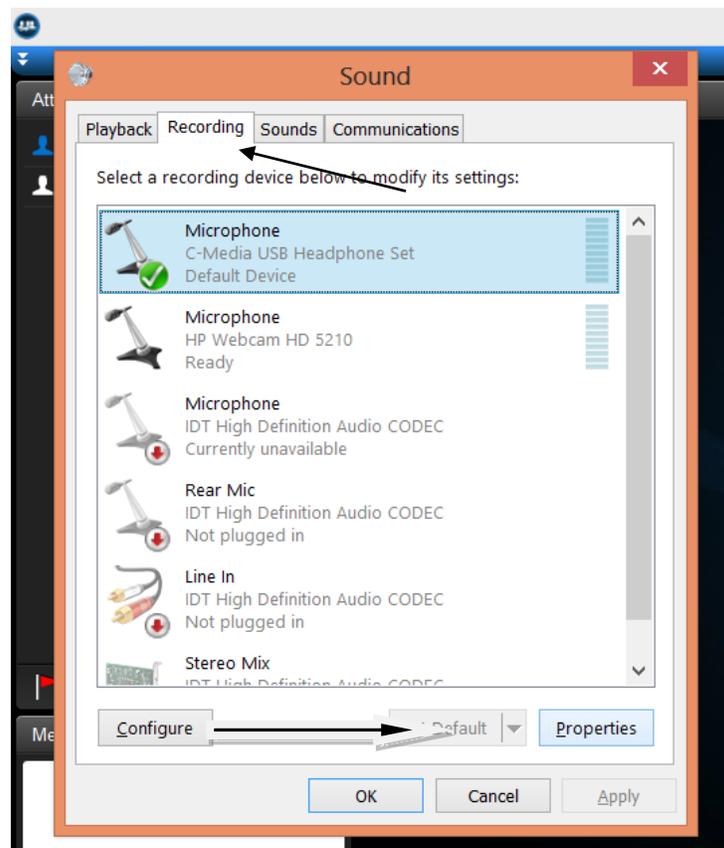

Close up:

(If you don't see the "speaker" icon, click the arrow to the left of the task-bar icons, You should find the "speaker" icon in there:)

3. In the pop up dialog box, click "Recording Devices:"

Open Volume Mixer
Playback devices
Recording devices
Sounds
Volume control options

4. The following window will open. Make sure the "Recording" tab on the top is selected. Select the microphone you are using, and then click on the properties button.

Sound

Playback | Recording | Sounds | Communications

Select a recording device below to modify its settings:

Microphone
C-Media USB Headphone Set
Default Device

Microphone
HP Webcam HD 5210
Ready

Microphone
IDT High Definition Audio CODEC
Currently unavailable

Rear Mic
IDT High Definition Audio CODEC
Not plugged in

Line In
IDT High Definition Audio CODEC
Not plugged in

Stereo Mix
IDT High Definition Audio CODEC

Configure   Default   Properties

OK   Cancel   Apply

5. In the next dialog box that opens, select the "Levels" tab. Adjust the microphone volume down, then click the Apply button. Speak a few sentences into the microphone. If the volume adjusts back up to 100, you will need to continue with the following steps.
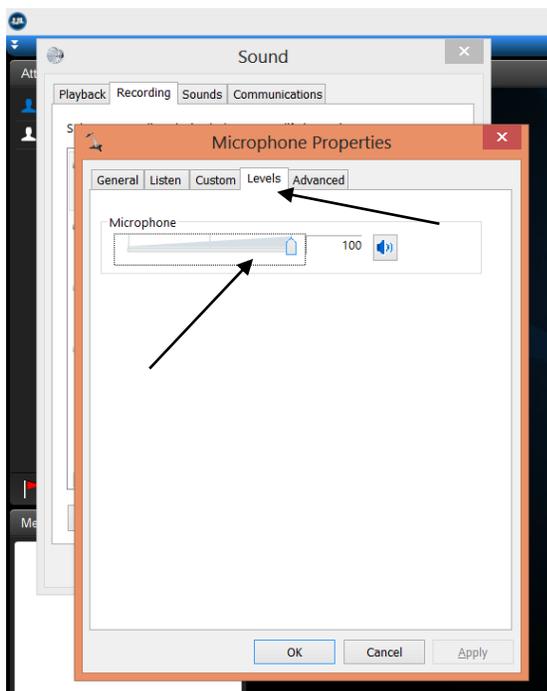
You may have the option of a "Microphone Boost." If so, you can make adjustments to that as well:
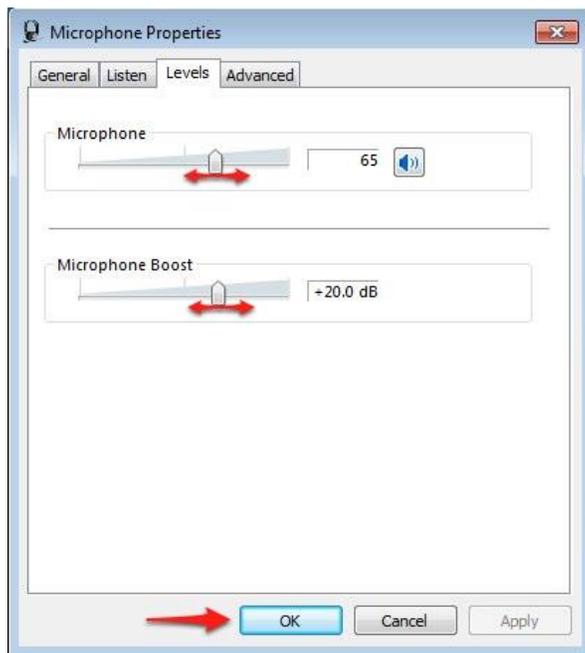
6. For further adjustment: click on the "Advanced" tab in the same dialog box in which you were changing the volume levels of the microphone. Make sure the two buttons named 'Give exclusive mode applications priority' and 'Allow applications to take exclusive control of this device' are NOT selected. If they are, uncheck the boxes, click the apply button. Then click the OK button.
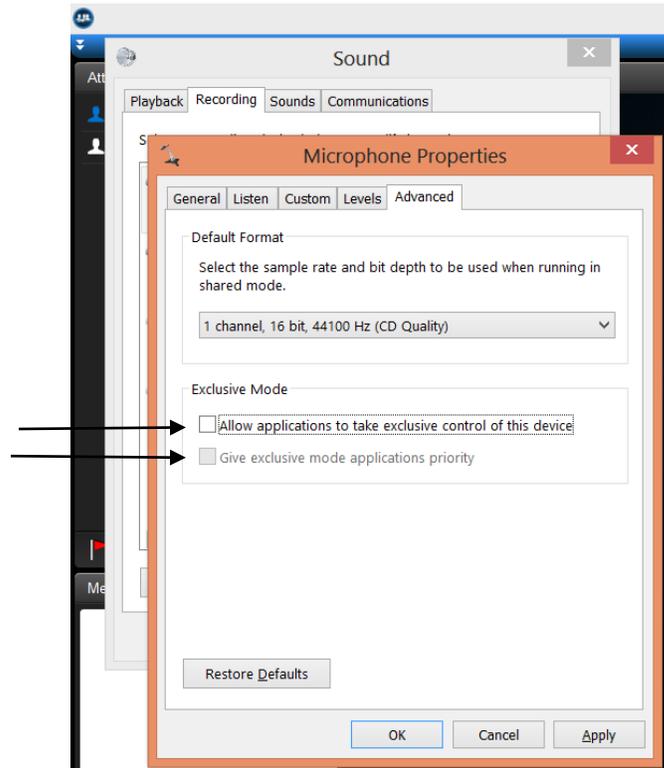
7. For further adjustment – you should be back within the main "Sound" dialog box. (If you need help finding this, repeat steps 2 and 3.) Select the 'Communications' tab and change the setting to 'Do Nothing'. Click 'Apply'. (The default setting is 'Reduce the volume of other sounds by 80%'.)