

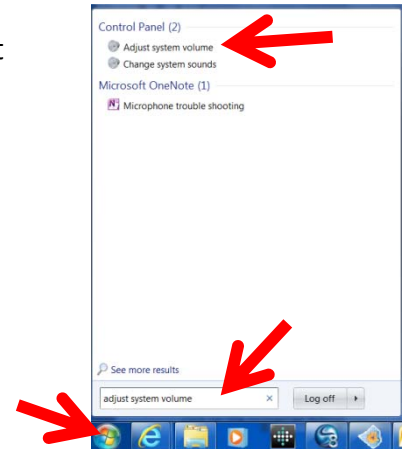
# Tech Quick Guide

## Windows 7 Microphone Boost

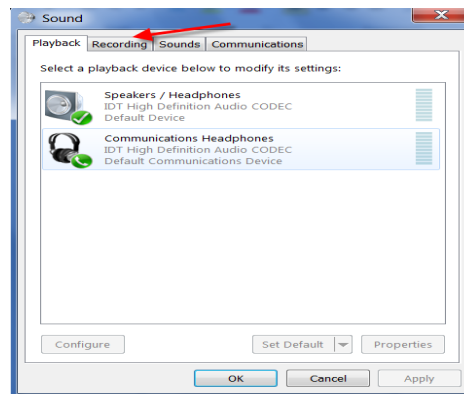
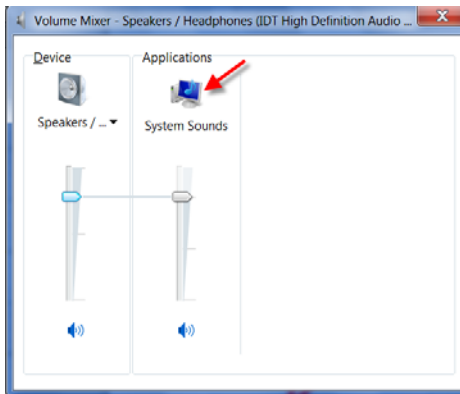
or

### “HELP! I Can’t Hear Me!”: Adjust System Volume on Recordings

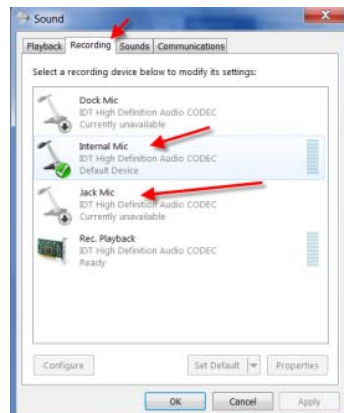
1. Select the Windows Start Menu. In the Search Box, type in “adjust system volume”. In the Search results, you will click on, “Adjust system volume”



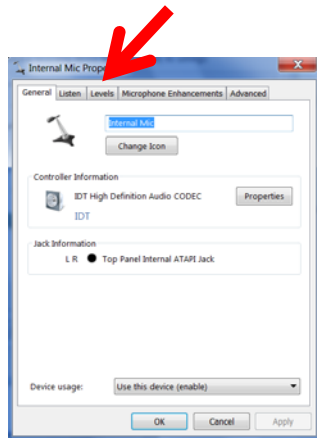
2. Click on “System Sounds”. Next, click on the “Recording” Tab



3. Select type of microphone



4. Select "Levels"



5. Adjust/Increase the "Microphone Boost" by clicking on bar . Select "OK".

