

## Low Recording Volume Issue on Windows Laptops:

1. Click on the Start Menu.
2. Click on Control Panel.
3. If you are in Classic View double-click on Sounds and Audio Devices and if you are in Category View single-click on Sounds, Speech, and Audio Devices; Then single-click on Sounds and Audio Devices.
4. Click on the Audio tab at the top of the Dialog Box.
5. Under the Sound Recording heading click on the Volume button.
6. Raise the volume for the speakers and microphone to a high setting and make sure the selection box for Microphone is checked.
7. Select the Options menu.
8. Select Advanced Controls.
9. An Advanced button appears under the Microphone column. Click on it.
10. Under the Other Controls heading check the checkbox beside the Microphone Boost option.
11. Click Close.
12. Close the Recording Control Dialog Box.
13. Click OK to close the Sounds and Audio Devices Properties.
14. Close the Control Panel.