

Vista: Fix playback/recording device

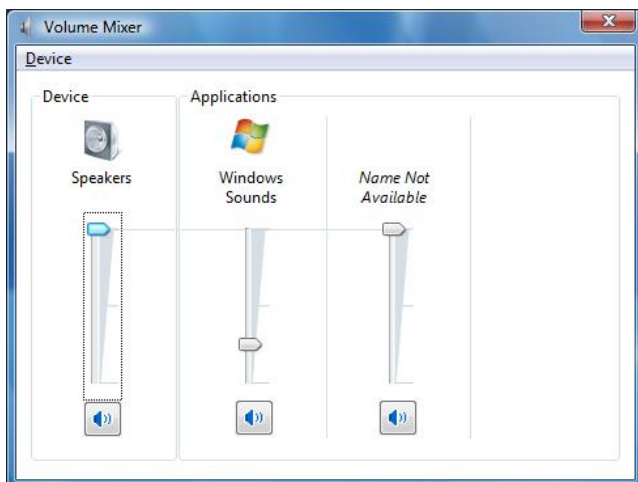
Quick Fixes	1
Check overall volume settings	1
Troubleshooting Playback or Recording	2
Find a device *	3
Enable a device +	3
Which device should I choose?	3
Playback	3
Recording	3
Adjust recording / playback device	4
Adjust Levels	4
Test (playback device only)	5
Set default device	5

Quick Fixes

Before changing any playback or recording settings, please log in to the computer. Then, UNPLUG and then REPLUG your headset/mic device (or the videocamera which includes a microphone) from the USB port. After a moment, the device may automatically become enabled.

Check overall volume settings

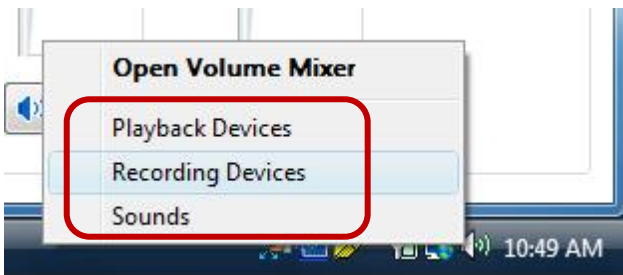
Double-click the speaker icon in the System Tray (bottom right near the time display)



Be sure the “Speakers” and whatever program you are using have the volume turned up. Below the volume slider, there should be a blue speaker with “volume” waves. If it has a red “no” symbol, click the button to unmute the speakers. It is just fine to turn down “Windows Sounds” – these are beeps and dings that Vista makes.

Troubleshooting Playback or Recording

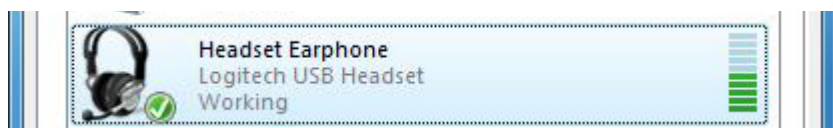
Right-click the speaker icon in the System Tray (bottom right near time display):



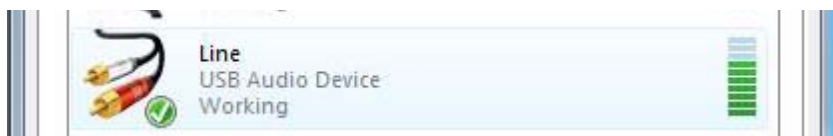
Any of the three circled options will open the same “Sound” popup window:



If the speakers are working, you will see the lines at the right rising and falling as you hear sound. Both the sound and the colored lines should happen simultaneously:

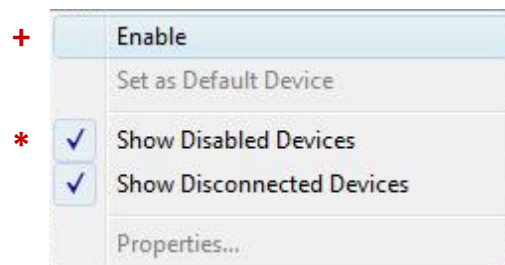


If a recording device is working, you will see the lines at the right rising and falling as you make sound. Both your sounds and the colored lines should happen nearly simultaneously:



Find a device *

If you cannot see a specific recording/playback device, right-click on a blank area inside the popup window. You will get a menu like the one shown to the right. If **Show Disabled Devices** is unchecked, be sure to select it. More devices will then appear if any were missing.



Enable a device +

To make adjustments to a device's settings, it must first be Enabled. Once all devices are visible, right-click any greyed-out device and select **Enable** from the menu.

Which device should I choose?

Playback

"Speakers" are the built-in computer speakers. **"Headset earphone"** are the plug-in headphones your instructor may provide. These provide a better sound quality in a classroom setting.

Recording

"Line" is the microphone on the video camera above your screen. This is a fine recording device for sample purposes.

"Headset microphone" is the microphone on the attached boom on the headsets your instructor may provide. These provide better sound quality for submitted assignments.

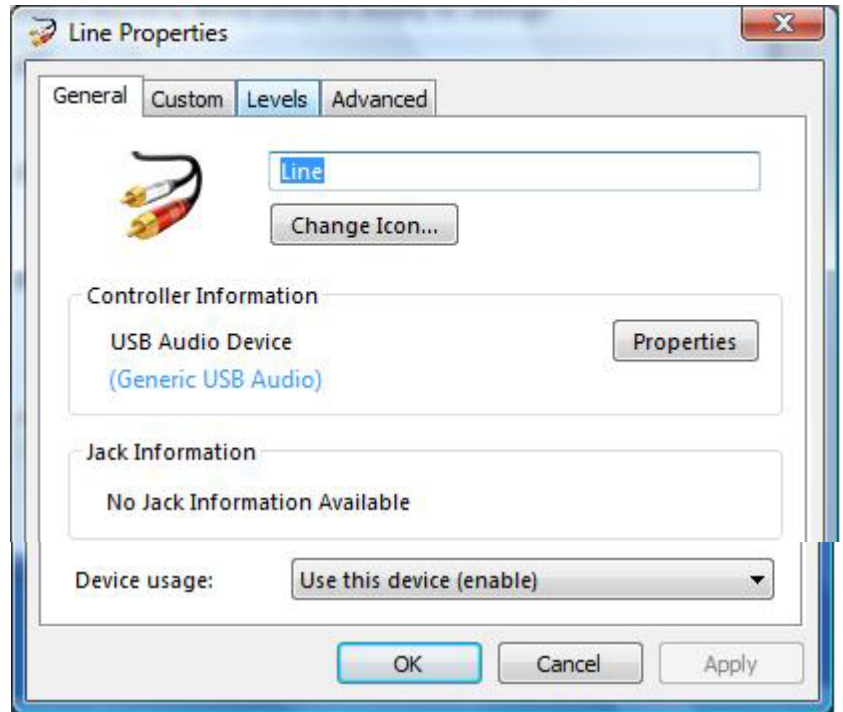
Adjust recording / playback device

The “Properties” window cannot be opened unless the device is enabled (see above).

All adjustments or tests to a device are made by selecting it from the list shown in the “Sound” popup window and then clicking the **Properties** button to open the “<devicename> Properties” popup window.

If you make any changes within the “Properties” window, be sure to hit the **Apply** button before changing tabs. When done with the “Properties” window, be sure to close it with the **OK** button.

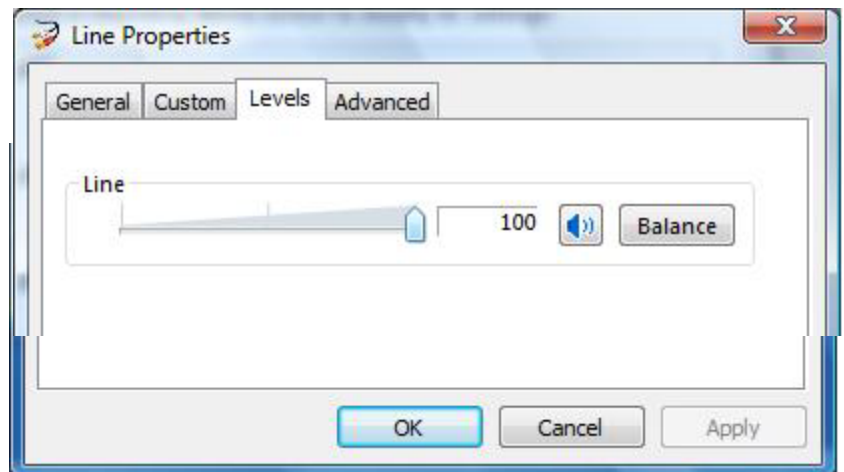
On the **General** tab for any device you are trying to use, be sure that under “Device usage:” it says **Use this device (enable)**.



Adjust Levels

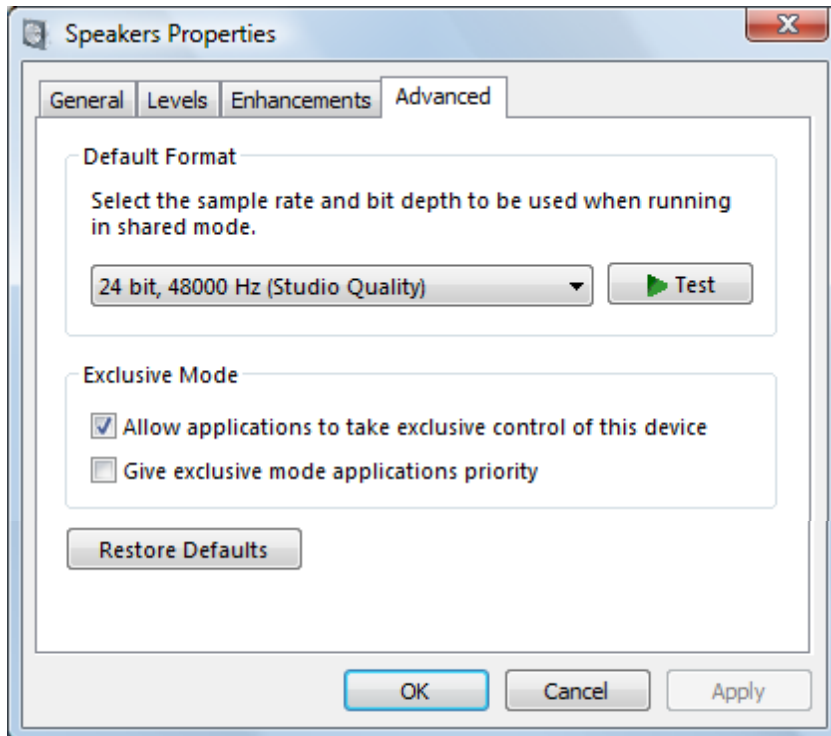
Each device should have its “Levels” turned up to the max. Select the **Levels** tab from the “Properties” window as shown.

Playback devices may have several “Level” sliders. If you have your volume unmuted and turned all the way up (see Page 1), then all these “Level” sliders should already be at the maximum setting.



Test (playback device only)

Click the **Advanced** tab in the “Properties” window. Then, click the **Test** button for a chime that plays from left speaker to right speaker. If you hear it, the playback device is working.

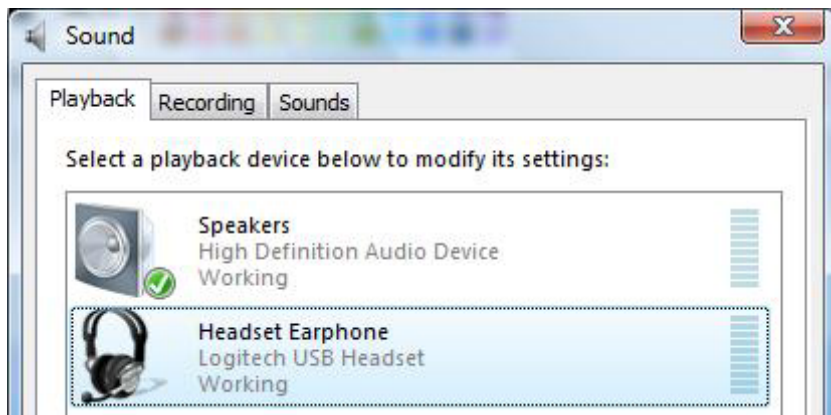


The Test can also be run from the list of playback devices in the main Sound popup window. Right-click the device and select **Test** from the menu:

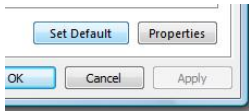


Set default device

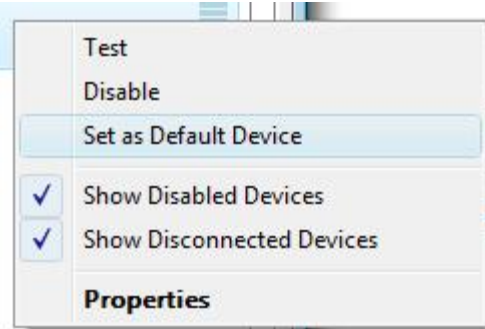
Select the functioning device you just tested.



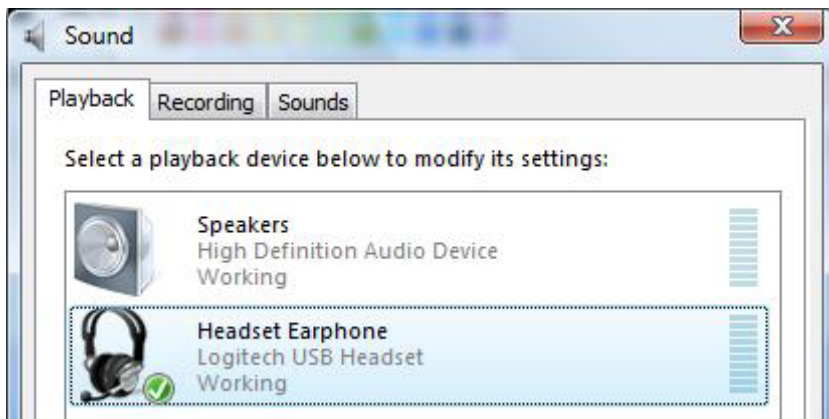
Then click the Set Default button below:



Or right-click the device and select Set as Default from the menu:



A green checkmark will appear next to the playback or recording device:



Now every program should use the device you indicated for that function (either Record or Playback).