

# FORT HAYS STATE UNIVERSITY LEARNING TECHNOLOGIES

### Forward thinking. World ready. Connecting your microphone

# To VoiceThread

Before attempting to record an audio comment in VoiceThread please make sure that:

☑ You have a working microphone in your computer: either connected through a headset or integrated.

☑ Your microphone is not muted and not disabled:

PC users:

1- Right click on the speaker icon on the right bottom corner, then select "Recording Devices"



2-Select the microphone you

want to use and make sure the

volume levels are adjusted correctly by clicking on "Properties">>>"Levels" Adjust the level then click "OK" to save changes.

Sound	Microphone Properties
Playback Recording Sounds Communications   Select a recording device below to modify its settings:   Microphone   4- Microsoft Helecon to recond   Default De   Configure Speech Recognition   Disable   Show Disabled Devices   Show Disconnected Devices	General Listen Custom Levels Advanced
Properties Configure Set Default Properties	OK Cancel Apply

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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MAC users:

1-Open up System Preferences:



2-Go to "Sound"

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Bluetooth	CDs & DVDs	Displays	Energy Saver	Keyboard & Mouse	Print & Fax	Sound



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3-Adjust the level so that when you speak loudly, the blue bar reaches the range shown

So	Q	
Sound Effects	Output	
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ted device:		
Use ambient	noise reduction	7
	Sound Effects	Sound Effects Output Input

Once you have completed the above checklist: Open VoiceThread using a supported browser: Firefox : We recommend using the latest version of Mozilla's Firefox. Get it here! Chrome: We recommend using the latest version of Google Chrome. Get it here!

When you click on the "Record" button in VoiceThread to record an audio comment, you may get promoted to allow Adobe Flash detecting your microphone by a screen like this:



#### ----->Click the "ALLOW" button.

1-To make sure your computer microphone is connected to VoiceThread, hover your mouse in the record panel area, right click on your mouse and select "Settings"





2-Click on the microphone icon:



3-Select from the drop down list the correct microphone that you have.

If you are using a headset with a microphone, select the microphone that says "headset". If you are using a webcam with a microphone, select the microphone that says "webcam" like in the case of the picture below. Otherwise, select "Default".

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4-After you made your microphone selection, you can test your microphone to make sure audio inputs are going through. Once you say few words, the green bar will go up and down depends on the volume which you can adjust. Make sure the "Reduce Echo" button is checked to have a better sound quality. Click close to save these changes and you should be good to go!

