



## **Using Alternate Microphone Jack Locations on Your Computer**

Some computers have multiple places that microphones can be plugged in (sometimes there is an extra microphone jack on the front of the computer case). You may need to adjust your system's settings to specify the location you have chosen. For Windows XP, click on the following selections. If this does not work for your system, call the VIFamilies HelpDesk (319-360-4235).

1. "Start" in menu bar
2. "Control Panel"
3. "Sounds and Audio Devices" (double click)
4. "Advanced" on Volume tab, in Device volume area
5. "Options"
6. "Properties"
7. "Recording"
8. "Microphone" (make sure check box is checked)
9. "OK"
10. "Advanced" under Microphone area
11. Check or uncheck box for "Alternate Microphone" or "Mic2 Select"
12. Close all windows just opened