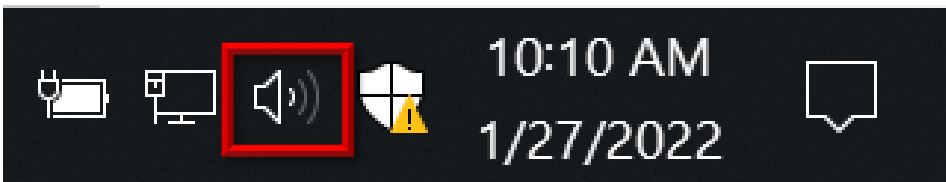


Adjust Headphone and Microphone Volume Level

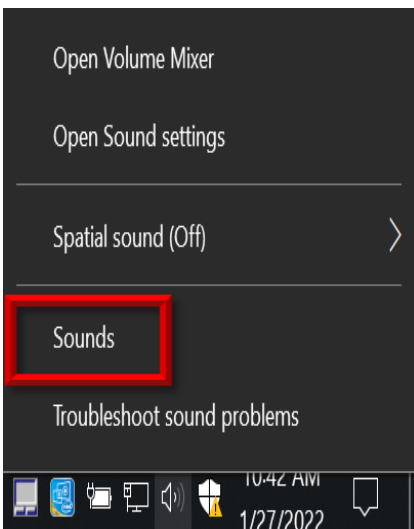
1. Plug in the external headphone/microphone into the audio jack



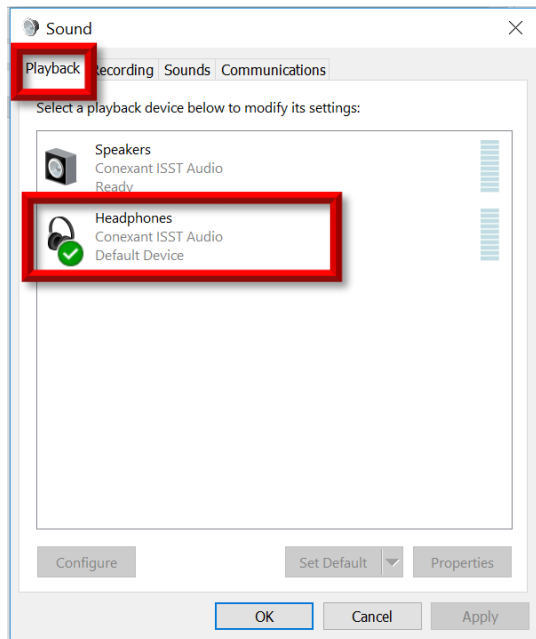
2. Right click this icon in the lower right hand corner



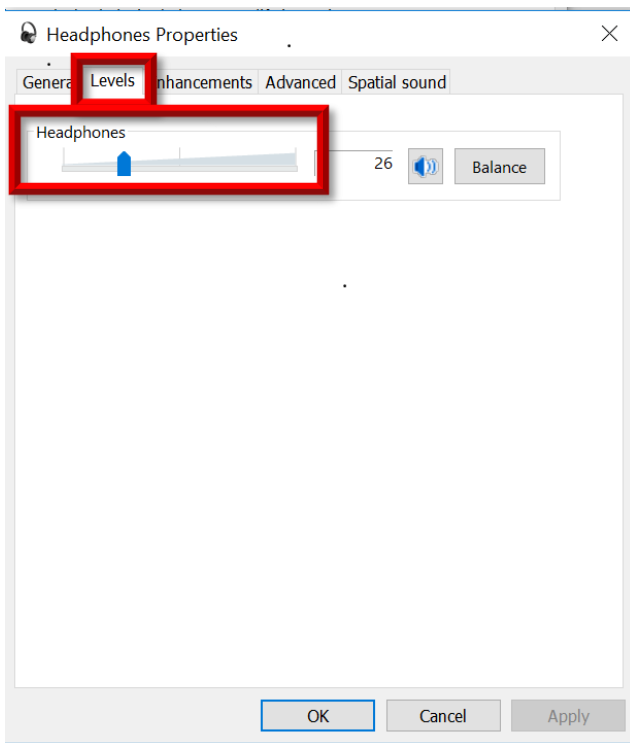
3. Click Sounds



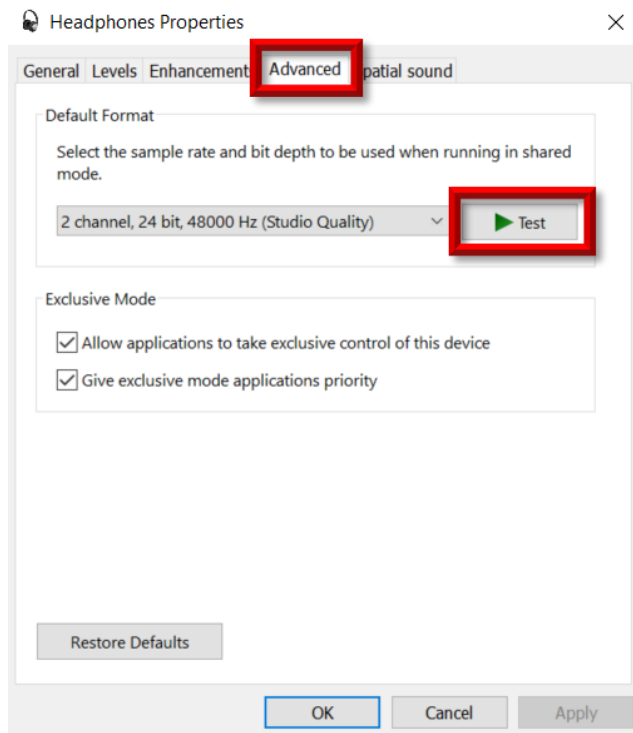
4. To change the volume on the headphones click the Playback tab. Double click Headphones.



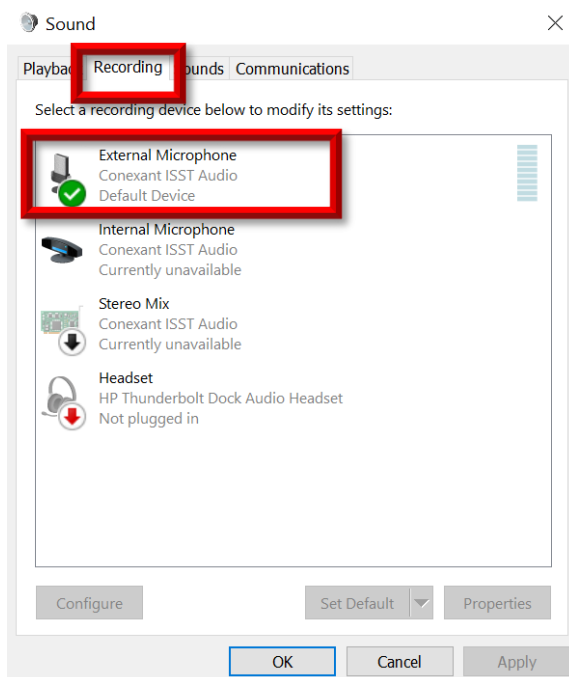
5. Click the Levels tab and drag the slider to adjust the volume.



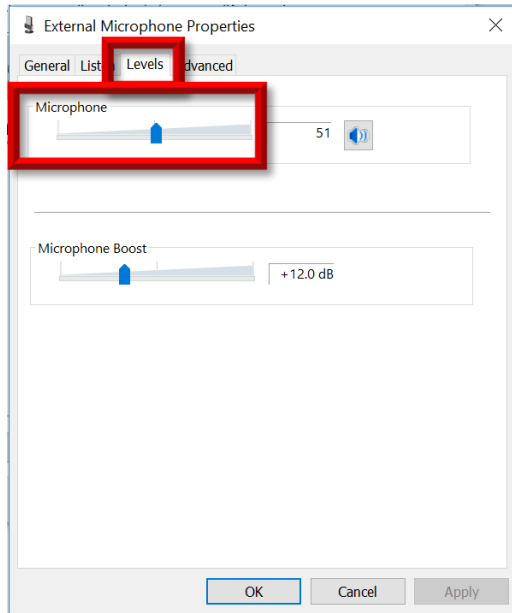
6. Click the Advanced tab. Click Test. You should hear chimes. Click OK.



7. To change the volume on the headphone's microphone, click the Recording tab. Double click External Microphone.



8. Click the Levels tab. Drag the slider to adjust the volume. Click OK.



9. Click OK.

