

Audio System Settings for USB Headsets in Windows XP and Windows 7

1. Connect your USB headsets to your computer **before** changing any system settings to confirm that Windows XP has installed and recognized your headsets. You should receive a small pop-up message on the lower-right hand corner indicating your hardware (i.e. headsets) is ready to use.
2. Navigate to the Windows **Control Panel** and double click on the icons, illustrated below, to open the system audio settings on your computer.

Windows XP



Sounds and Audio Devices

Windows 7



Sound

3. Confirm **audio output** selection. In the dialog boxes that appear from Step #2, select the following:

- For Windows XP (See [Figure 1. Windows XP](#)). Click on the **Audio** tab. In the **Sound playback** section, select the name/brand of your headsets from the dropdown menu. This confirms that your headphones on your headsets are your primary device for hearing audio. Click **OK** to save your settings.
- For Windows 7 (See [Figure 1. Windows 7](#)). Click on the **Playback** tab. Click on the icon that has the name/brand of your headsets. Click on the **Set Default** button which results in a checkmark icon. This confirms that your headphones on your headsets are your primary device for hearing audio. Click **OK** to save your settings.

Figure 1. Windows XP
(your devices' names may be different)

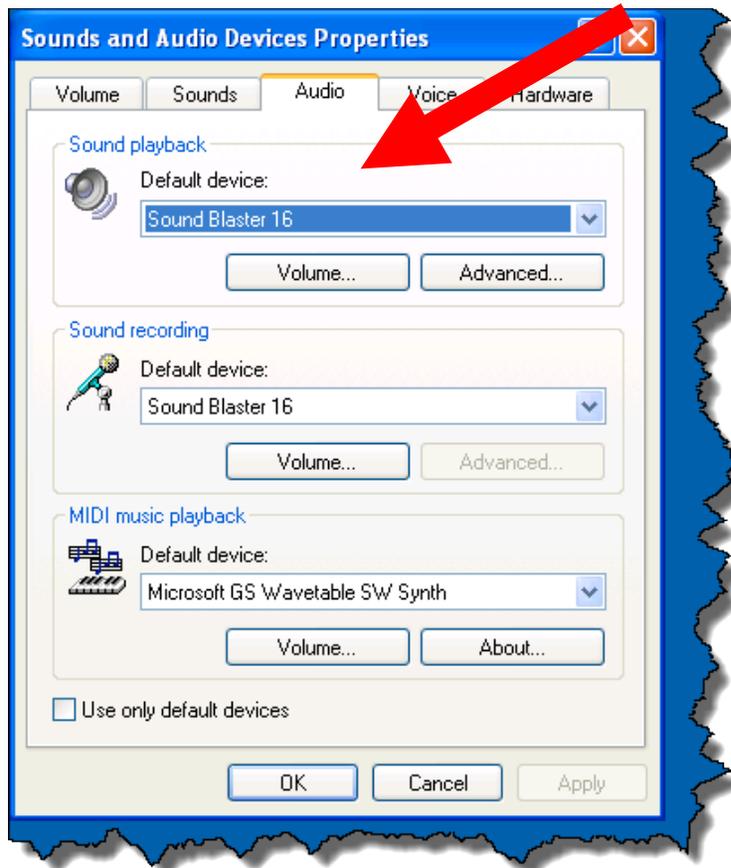
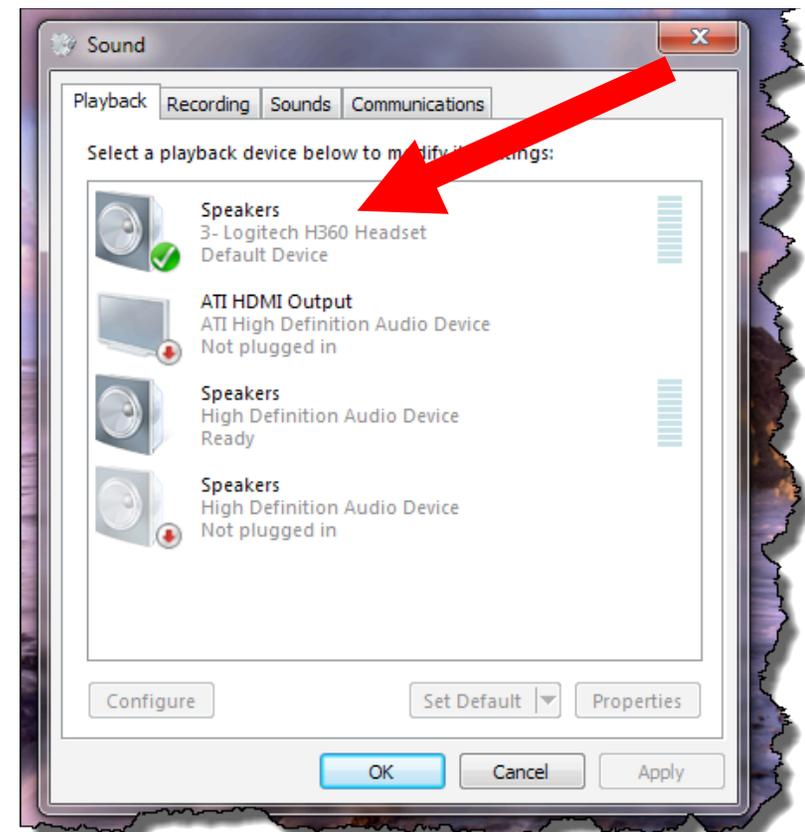


Figure 2. Windows 7
(your devices' names may be different)



4. Confirm **audio input** selection. In the dialog boxes that appear from Step #2, select the following:

- For Windows XP (See [Figure 1. Windows XP](#)). Click on the **Audio** tab. In the **Sound recording** section, select the name/brand of your headsets from the dropdown menu. This confirms that your microphone on your headsets is your primary device for recording audio. Click **OK** to save your settings.
- For Windows 7 (See [Figure 1. Windows 7](#)). Click on the **Recording** tab. Click on the icon that has the name/brand of your headsets. Click on the **Set Default** button which results in a checkmark icon. This confirms that your microphone on your headsets is your primary device for recording audio. Click **OK** to save your settings.

Figure 1. Windows XP
(your devices' names may be different)

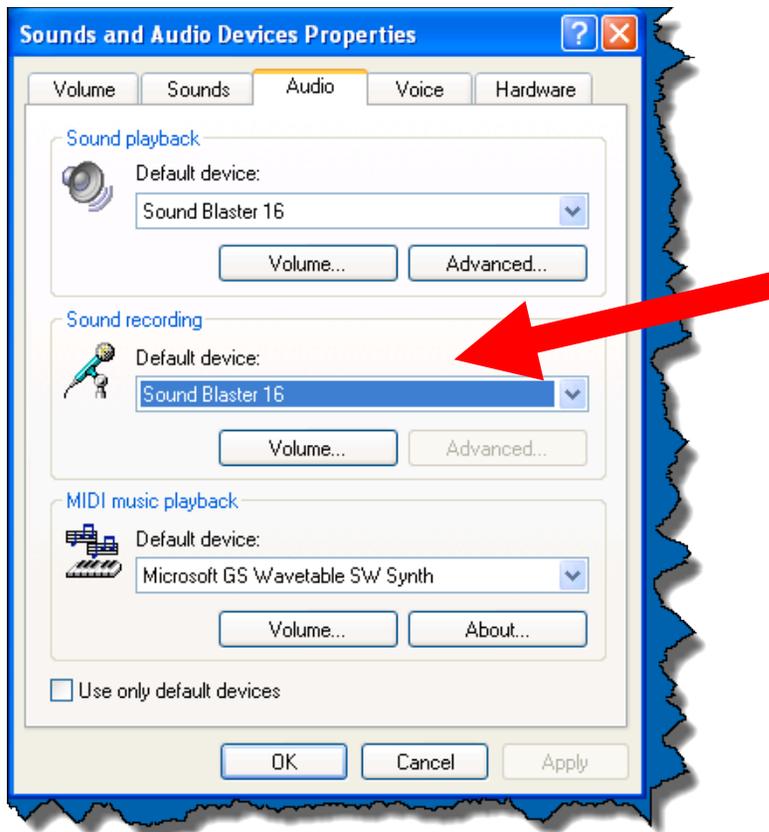
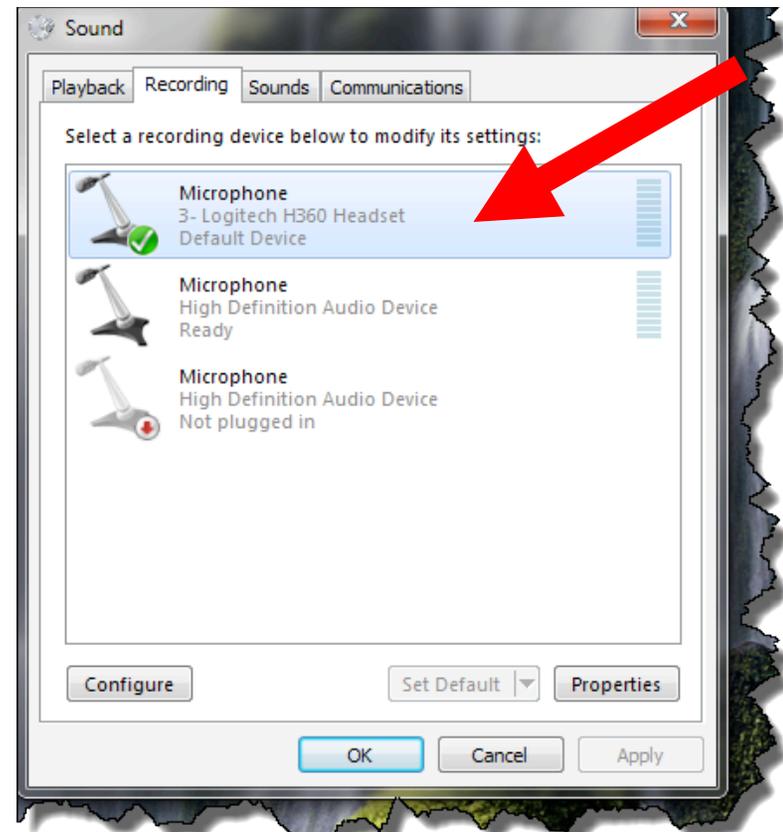


Figure 2. Windows 7
(your devices' names may be different)



5. Confirm on the chord of your USB headset that any mute and volume switches, if any, are not switch to the mute setting or turned down completely. This is oftentimes the cause of audio issues for Adobe Connect web meetings.