Adjusting Audio Levels (Windows XP)

Please note: These instructions assume that the audio capture device will be the Audio Technica PRO 88W wireless lavaliere microphone.

1. Connect the “Mike Out” output from the microphone receiver to the microphone input of your laptop.

2. Right-click in the audio icon located in the taskbar and select “Adjust Audio Properties.”

3. The “Sounds and Devices Properties” window will open. Select “Advanced.”

4. The “Master Volume” will open. Select “Options” and then “Properties.”

5. The “Properties” window will open. Select the radio button for “Recording” and then click on the “OK” button.

6. The “Recording Control” window will open. Select the microphone input and adjust the audio level.

7. The audio level is set correctly when the level meter in Panopto Recorder averages in the middle of the green and does not move into the red even with the loudest produced sound.