Adjusting Audio Levels (Windows 7)

Please note: These instructions assume that the audio capture device will be the Audio Technica PRO 88W wireless lavalier microphone and that you are using a USB audio adapter.

1. Connect the “Phone Out” output from the microphone receiver to the USB audio adapter.

2. Right-click on the audio icon located in the taskbar and select “Recording Devices.”

3. The “recording” tab will open.

4. Right-click on the “Generic USB Audio Device” and select “Properties.”

5. Select “Levels.”

6. Start with a level setting close to 80 and select “OK.”

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