



CSRS-AP 2021

# Eleventh Annual Meeting of Cervical Spine Research Society Asia Pacific Section

• March 26 (Fri) – 27 (Sat), 2021

• InterContinental Seoul COEX, Korea

## Guidelines for Adjusting Microphone Volume

Properly adjusting the volume of your microphone is one of the most important factors to make your narration audible. It is highly recommended that you use a headset with a microphone for recording. Headset microphones are very good at reducing background noise and maintaining a consistent volume. If you do not have the equipment, a pair of wired or wireless earbuds with a microphone function could be an alternative.

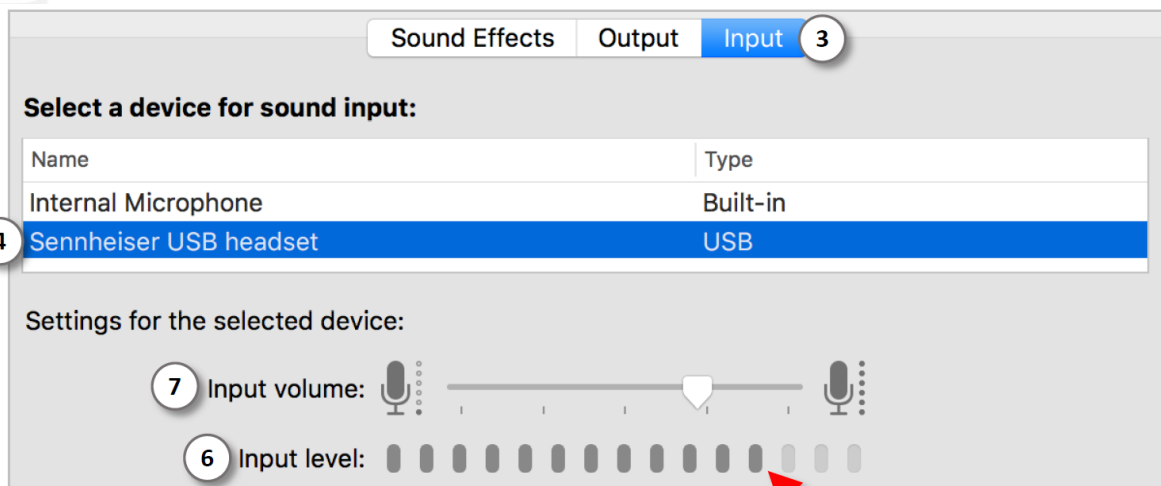
### MAC

Make sure your headset or earbuds is plugged in and/or connected.

- 1) Open system preferences.
- 2) Click on Sound.
- 3) Click the Input tab.
- 4) Select a device you wish to use for recording.
- 5) Speak into the microphone at the same volume and distance.
- 6) Monitor the Input level while speaking.
- 7) Adjust the Input Volume\*

\*Recommendation: the input level reaches about two-thirds of the maximum

- 8) Close the system Preferences window.
- 9) Your microphone volume is now set correctly.





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## WINDOWS

Make sure your headset or earbuds is plugged in and/or connected.

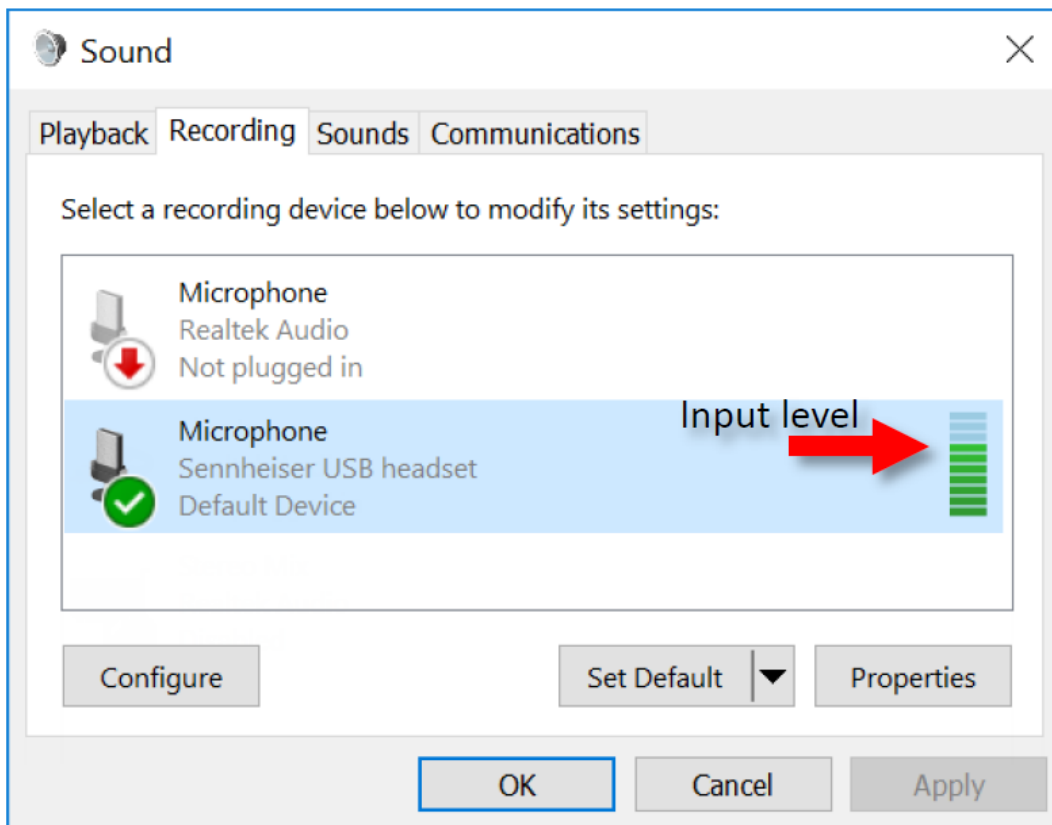
1) Right-click the speaker icon at the lower-right corner of the Windows taskbar. Click Recording devices.



2) Monitor the Input level for the microphone while speaking.

3) Adjust the Input Volume by clicking Properties\*

\*Recommendation: the input level reaches about two-thirds of the maximum



4) Click "Levels", adjust the volume slider.

5) When the input volume is set, click "OK". Your microphone volume is now set correctly. 😊