
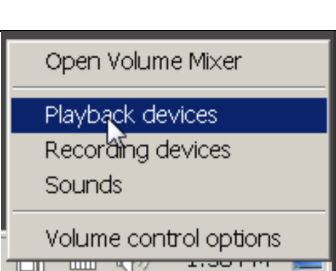
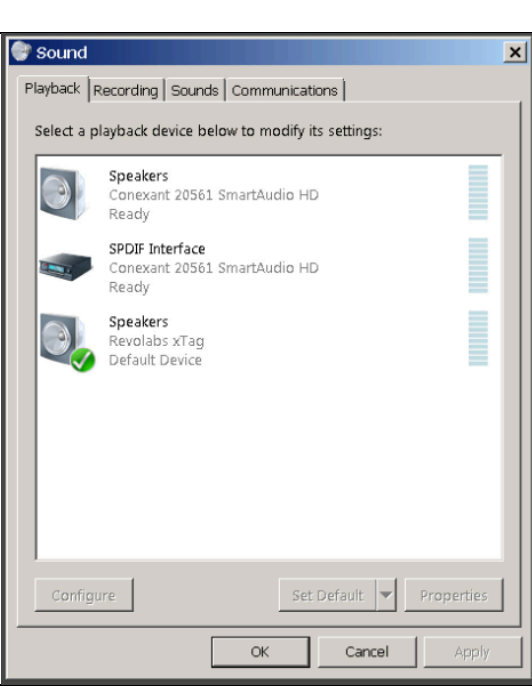
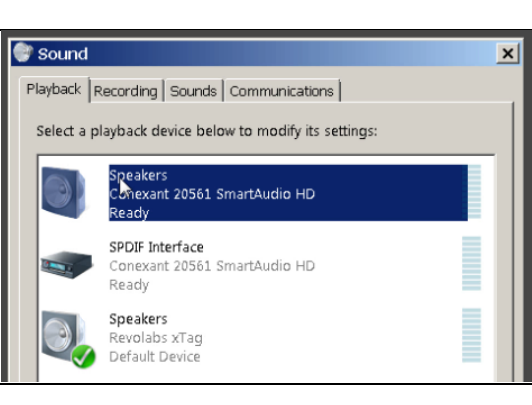
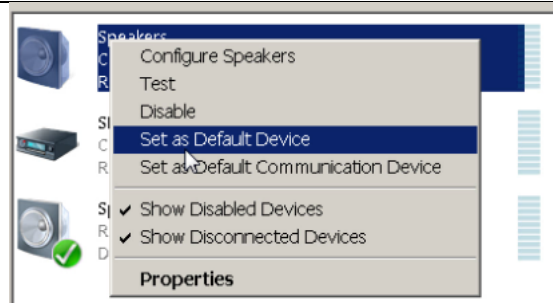


Microphone Loan Program

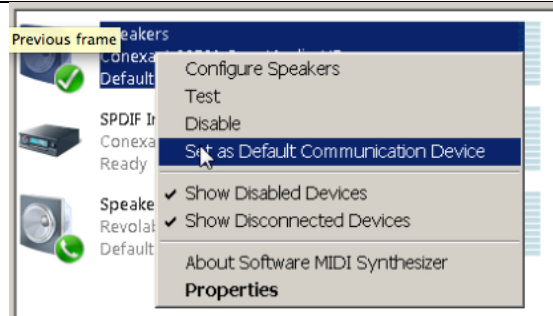
How to: Connect and configure the *Revolabs xTag* Microphone in a classroom computer.

<p>Right-Click on the Speaker Icon in the system tray at the lower right-hand side of your screen.</p>	
<p>Select Playback devices.</p>	
<p>You will see the <i>Revolabs xTag</i> as the default device for Playback.</p> <p>This needs to be changed to whichever other Sound Card you see on this list. Depending on the computer you're using, this could be different. The Sound Card usually has HD in its name.</p> <p>IMPORTANT: If you leave the playback set to the <i>Revolabs xTag</i>, your Camtasia Relay recording will not be able to play audio to the classroom, and more importantly, your Camtasia Relay recording will not have any audio <i>except</i> for your voice as recorded through the <i>Revolabs xTag</i>.</p>	
<p>Select and right-click on the non <i>Revolabs xTag</i> sound device.</p>	

Click on *Set as Default Device*.



Right-click again, and this time, click on *Set as Default Communication Device*.



Click on the Recording tab, and ensure that the *Revolabs xTag* microphone is set to the Default Device.

This should already be active. If it is not, then please right-click and make Default now.

Why you need to do this:

The first time you plug the *Revolabs xTag* in, it takes over both the Windows 7 Playback AND Recording—it becomes the Sound Card for both. The microphone should only take over the Recording function.

The good news:

This process should only be done the first time you use the computer. Windows 7 remembers the configuration change the next time you plug the USB microphone in.

Please remember to double-check the Audio settings in Camtasia Relay and test your recordings BEFORE you start your lecture.

