

1 Step 1: Navigate to your Settings on your personal computer.

Step 2: Click on “System”

Step 3: Click on “Sound”

The screenshot shows the Windows Settings application. At the top left, the user's profile is identified as Amy Adams (amyadams515@yahoo.com). The main heading is "System". Below this, the device name "DESKTOP-JNAG9UC" and "Surface Laptop 3" are shown, along with a "Rename" link. On the right, there are links for "Microsoft 365", "OneDrive", and "Windows Update".

The left sidebar contains various settings categories. The "System" category is highlighted with a pink box and a pink number "2". A pink arrow points from this box to the "Sound" option in the main content area. The "Sound" option is also highlighted with a pink box and a pink number "3".

The main content area lists several system settings, each with a right-pointing arrow:

- Display: Monitors, brightness, night light, display profile
- Sound: Volume levels, output, input, sound devices
- Notifications: Alerts from apps and system, do not disturb
- Focus: Reduce distractions
- Power & battery: Screen and sleep, battery usage, power mode, energy saver
- Storage: Storage space, drives, configuration rules
- Nearby sharing: Discoverability, received files location
- Multitasking: Snap windows, desktops, task switching
- Advanced: Performance, optimization, and developer features
- Activation: Activation state, subscriptions, product key
- Troubleshoot: Recommended troubleshooters, preferences, history

Step 4: Find the “Input” section and click the right arrow of your microphone

**IMPORTANT--** If you have more than 1 microphone in the “Input” section, you must complete Step 4 for each one.

The screenshot shows the Windows Settings application. The user is logged in as Amy Adams (amyadams515@yahoo.com). The left sidebar shows various system settings categories: Home, System (selected), Bluetooth & devices, Network & internet, Personalization, Apps, Accounts, Time & language, Gaming, Accessibility, Privacy & security, and Windows Update.

The main content area is titled "System > Sound". It is divided into three sections: Output, Input, and Advanced.

**Output Section:**

- Choose where to play sound (Speakers) - Apps might have their own settings
- Speakers (selected) - USB Audio Device - Default communications device
- Speakers (selected) - Realtek High Definition Audio - Default device
- Pair a new output device (Add device)
- Volume: 100
- Mono audio: Off

**Input Section (highlighted with a red box):**

- Choose a device for speaking or recording (Microphone Array) - Apps might have their own settings
- Microphone Array (selected) - Realtek High Definition Audio - Default device
- Pair a new input device (Add device)
- Volume: 87

**Advanced Section:**

- Troubleshoot common sound problems (Output devices, Input devices)
- All sound devices

A red arrow points from the right side of the "Microphone Array" device entry to a right-pointing arrow icon. A red number "4" is written next to this arrow, indicating the step to click.

Step 5: At the bottom, navigate to the “Audio enhancements” section and select “Off”

The screenshot shows the Windows Settings application for the 'Microphone Array' device. The navigation pane on the left includes Home, System, Bluetooth & devices, Network & internet, Personalization, Apps, Accounts, Time & language, Gaming, Accessibility, Privacy & security, and Windows Update. The main content area is titled 'System > Sound > Properties' and shows the 'Microphone Array' device with details: Realtek High Definition Audio, Driver date 4/13/2020, and Driver version 6.0.8936.1. The 'General' section has an 'Audio' toggle set to 'Don't allow'. The 'Input settings' section includes a 'Format' dropdown set to '2 channels, 16 bit, 48000 Hz (DVD Quality)', an 'Input volume' slider at 87, a 'Microphone test' section with a 'Start test' button, and a 'Test mode for microphone audio processing' dropdown set to 'Default'. At the bottom, the 'Audio enhancements' section is highlighted with a red box, and a red arrow points to the 'Off' dropdown menu. The 'Get help' and 'Give feedback' links are visible at the bottom.

Step 6: All Done! Medwriter should now pick up your clients voice.