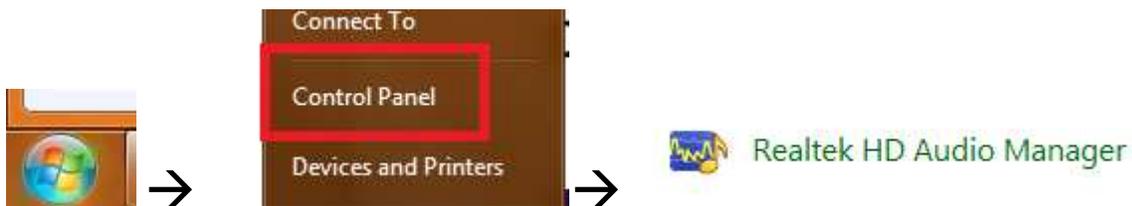# Configuring the Microphone to Record in the MLTC

Please follow the steps below to ensure that the microphone will record properly on an MLTC machine.

This guide is only necessary for the OptiPlex 980 Machines in the Main MLTC Lab (EAS-3263).

Step 1: Enabling the Microphone

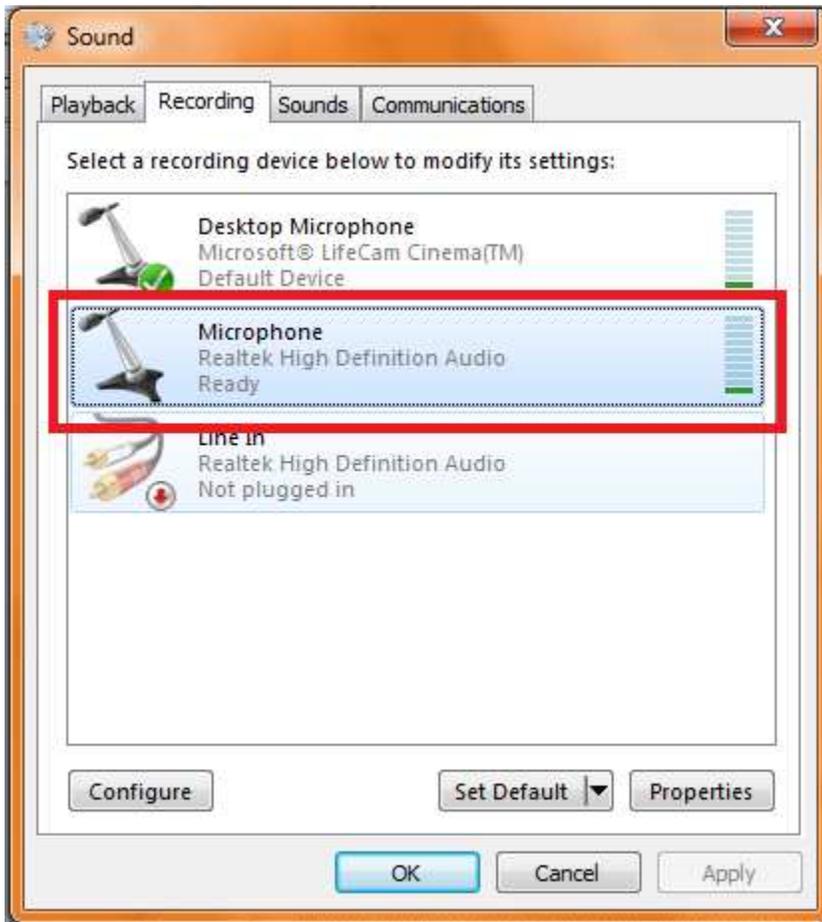1. Please navigate to Start → Control Panel → Realtek HD Audio Manager

2. Open "Realtek HD Audio Manager" and double-click the "Blue" Jack
3. Ensure that **"Mic In"** is checked and **"Enable Auto-Popup Dialog when device has been plugged in"** is unchecked. (see below image for reference)
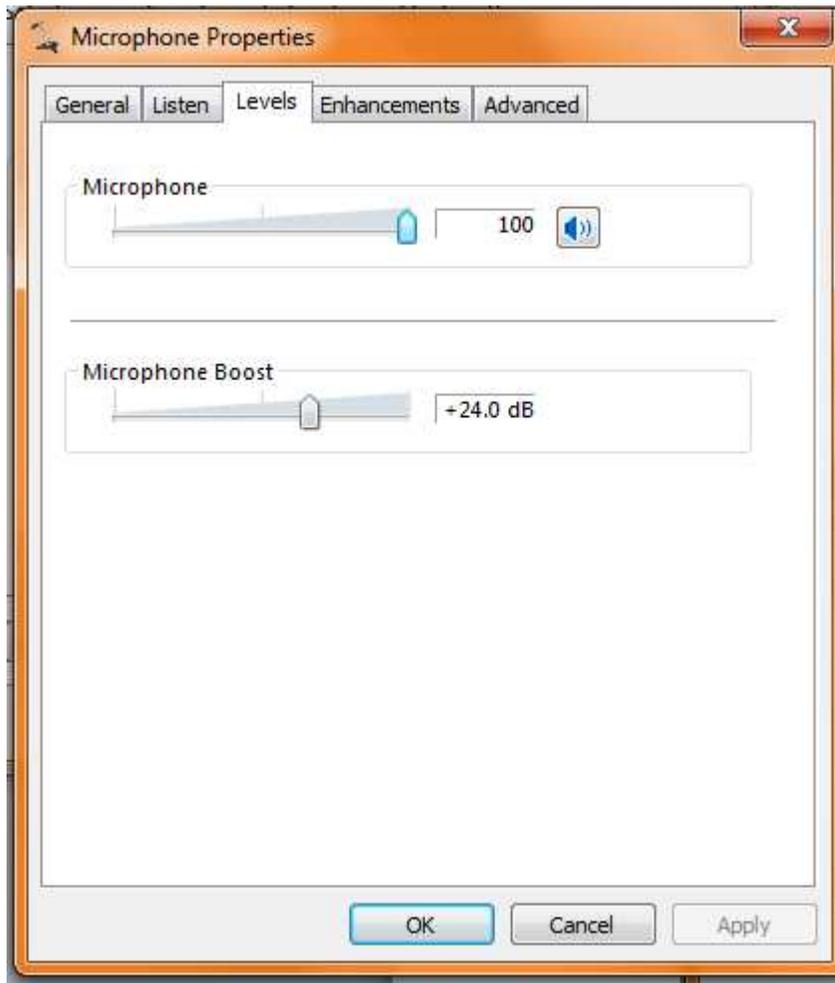
4. Select "OK" twice, to save these changes.
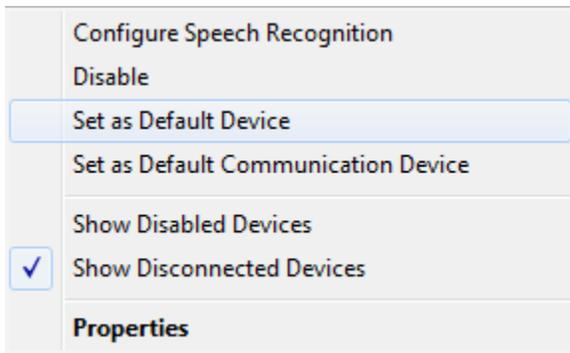
Step 2: Setting Microphone Input Levels

1. Right click on the "Volume" icon 🔊, and then select "Recording Devices"
2. Double click on "Microphone – RealTek High Definition Audio"

3. Select the "Levels" tab and set "Microphone" to 100, and "Microphone Boost" to +24.0 dB

4. Select "OK"
5. Right Click on "Microphone – Realtek High Definition Audio" and select "Set as Default Device"

6. Speak into the microphone, or tap on it lightly, while watching the microphone levels, you should see activity similar to the picture below. This confirms the microphones signal is being received properly, and there are no issues.

You are now ready to use the Microphone in the MLTC Main Lab!