Instructions for USB microphones   (all models except SP-HG)

1-Turn on your computer.

2-Plug the USB Microphone into any available USB port. Your computer should recognize your microphone as "New Hardware" and automatically install the necessary drivers.

Adjusting the live monitoring level of the USB microphone (skip this step if you do not want to hear live audio through headphones while recording):

1-Plug a set of headphones into the headphone jack on the USB microphone

2-Click on your "Start" button and open the Windows Control Panel

3-Open "Sounds and Audio Devices" in Win XP or "Sound" in Win Vista and Win 7

4-Select the "Audio" tab across the top of the window in Win XP. Win Vista and Win 7 proceed to next step.

5-In the "Playback" section, the "C-Media USB XXXXXXXX" should be selected as the default device. If it's not, select it now. It may be called something slightly different, like USB microphone, USB audio device, etc.

6-In Win XP, click the Volume button. Push all level controls all the way up to the top (you can lower it later if the level is too high). Make sure that one of the levels is labeled "mic or microphone". If there isn't one, in the upper left corner of the screen click "options' and put a check in the microphone box, and click OK. In Win Vista and Win 7, click "Properties", select "levels" and push the level control all the way up to 100 (you can lower it later if the level is too high).

Adjusting the recording level of the USB microphone:

1-Click on your "Start" button and open the Windows Control Panel

2-Open "Sounds and Audio Devices" in Win XP or "Sound" in Win Vista and Win 7

3-Select the "Audio" tab across the top of the window in Win XP. Win Vista and Win 7 proceed to next step.

4-In the "Playback" section, select your built-in soundcard as the sound playback default device (it will have different names on different computers). This is the soundcard that is built into your computer.

5-In the "Recording" section, the "C-Media USB XXXXXXXX" should be selected as the default device. If it's not, select it now. It may be called something slightly different, like USB microphone, USB audio device, etc.

6-In Win XP, click the Volume button. A single level control will appear. This is the input level control for the USB microphone. Push the level control all the way up to the top (you can lower it later if the level is too high). In Win Vista and Win 7, click "Properties", select "levels" and push the level control all the way up to 100 (you can lower it later if the level is too high).

7-Click OK and close out of all windows and completely out of the Control Panel.

8-Your USB microphone is now ready to use. If the audio sounds distorted or fuzzy, turn the mic level down from maximum. If you are hearing fan noise from your computer, you will need to use a different USB port, an extender or extension cable to get the microphone away from the computer fan. If you need more USB ports, you can use a USB hub.

Remember, if you wish to, you can plug an external microphone into the microphone jack of the USB microphone and the sound from the external mic will be blended together with the built in microphone.