Audio Setup for PCs Users

CAMBRIDGE ENGLISH
Language Assessment
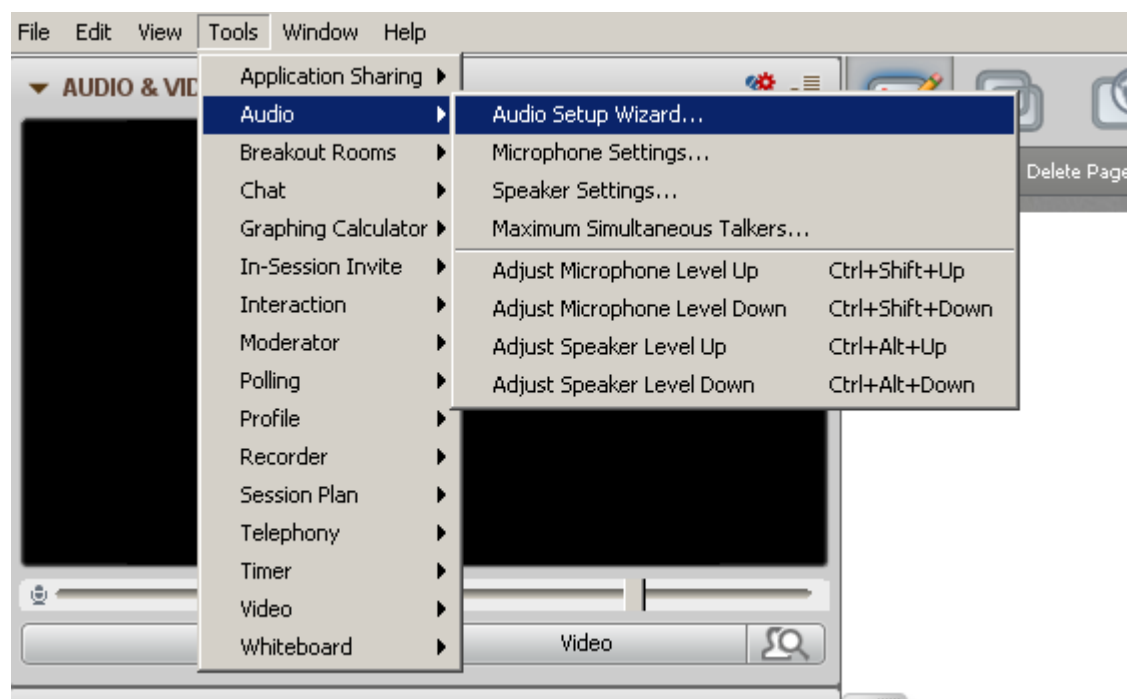Part of the University of Cambridge

Setting up your sound

- Before taking part in the webinar you need to check your audio is configured correctly on your headphones or speakers.

- Basic audio settings can be configured using the Audio Setup Wizard once you have logged in to Blackboard Collaborate V12

Using the Audio Setup Wizard

Step 1
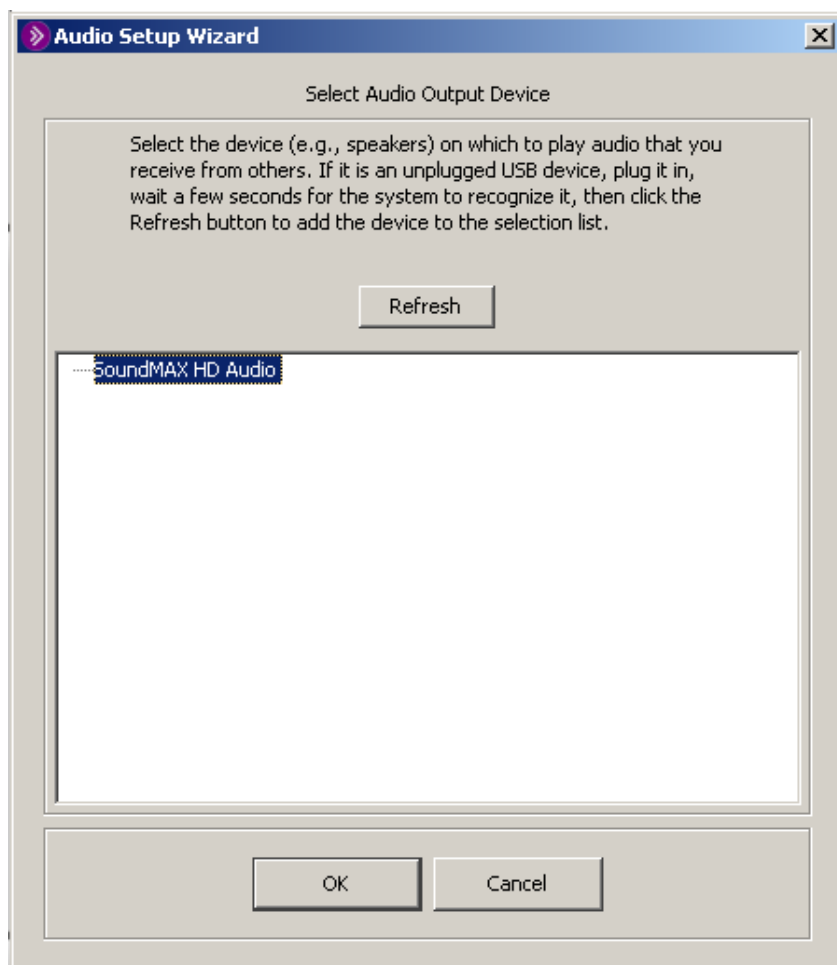
Click **Tools > Audio > Audio Setup Wizard**

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Step 2

- Select the device (i.e. headphones or speakers). The choices will depend on your particular operating system.
- If you are using a device with a USB connection, plug it in and then wait a few seconds for the system to recognise it. Then click the **Refresh** button and select the device. Then click **OK.**
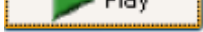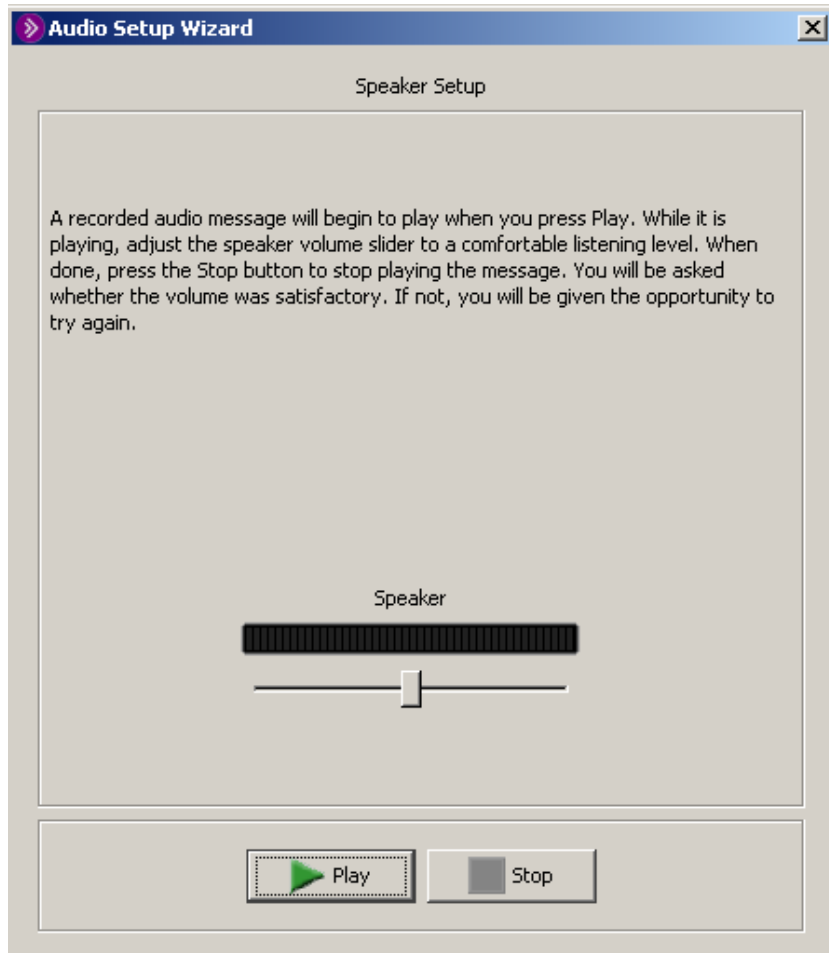
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Step 3

Listen to the pre-recorded audio message by clicking the **Play** button. Adjust your audio to a comfortable listening level by moving the speaker slider bar.

Step 4

Confirm you were able to hear the audio by clicking the **Yes** button.

Step 5

Please skip through the microphone setup wizard as a microphone is not required for a Cambridge English Webinar.