

Audio Setup

Use the Audio Setup tools within XpressLab to properly configure your microphone and audio equipment so that XpressLab runs smoothly on your computer. If you are signing on to XpressLab for the very first time, have plugged in a new microphone or headset, or have recently cleared your browser history or cache, a review of your Audio Setup may be required.

To access and configure your audio settings, follow the instructions detailed below.

1. Login to your XpressLab account. Once logged in, click the **Audio Setup** icon located in the top right corner of your screen. This will direct you to the **Audio Settings** page.



2. Review the **Diagnostic Information** found along the left side of the **Audio Settings** page. Ideally, you will want to see a *green checkmark* next to each item within the diagnostic list. A black '**X**' next to any of the diagnostic items indicates an issue that must be addressed. In order to run XpressLab, you will need the following items properly connected and configured:

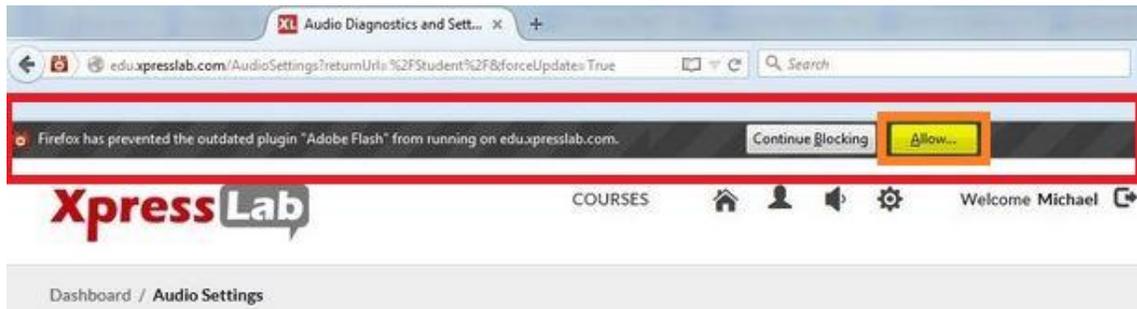
- An updated version of Flash installed to your local computer
- A successfully installed microphone
- A connection to a streaming server with an adequate connection speed; and
- Properly configured Computer Settings – such as an updated browser in a supported browser type (i.e. Firefox, Internet Explorer, Chrome, etc.)

3. XpressLab requires access to your camera and microphone. To grant this access, select the **Allow** and **Remember** checkboxes within the **Adobe Flash Player Settings** window, and then click the red **Save** button.



↑ CLICK THE 'ALLOW' AND 'REMEMBER' OPTIONS.

- If you have already completed step #3 and are **still receiving** an **X** next to **Microphone permission granted**, your browser may require permission to be granted *outside* of the Flash Player Settings window. Depending on your browser and browser version, an additional **Permissions Request** message may pop-up, requiring you to grant XpressLab permission to access your microphone and web cam. Select **Allow** in any additional *permissions granted* notifications.



- To test the volume on your speakers and/or headset, click the green **Play** button on the Audio Recorder widget labeled **Play to test your speakers**, located below **Audio Settings** on the *right* side of the Audio Settings page. If you *do not* hear any audio, increase the volume on your speakers or headset. If this does not resolve the issue, check to make sure your speakers and/or headset are fully connected to your computer.

Audio Settings

Play to test your speakers



- Use the **Select your microphone** drop down menu to select the microphone you wish to use while in XpressLab. This step is especially important if you have plugged a microphone or headset into a laptop, as laptops typically have a built in microphone. As a result, you must manually select your microphone or headset from within the **Select your microphone** drop down. Note: Completing this step *may* resolve a microphone detection error. If you receive a black X next to the **Microphone detected** section within the Diagnostic Information section of your page, refer back to the instructions here.

Select your microphone

7. Test your microphone by clicking the **Record** button on the audio recorder labeled **Test your microphone**. Begin speaking into your microphone and click **Stop** when you have finished. Then, click the **Play** button to hear your recording. If you do *not* hear your recording, increase the volume on your microphone/headset.

Test your microphone 



8. Click on the **Help Tips**  found throughout the Audio Settings page for more detailed instructions on testing your speakers and microphone.

9. Click the red **Re-Run Diagnostics** button to refresh your audio settings.

Diagnostic Information

 RE-RUN DIAGNOSTICS

 BACK

10. When you are finished with the Audio Setup and Audio Settings tools, click the **Back** button to return to the Dashboard page.

Diagnostic Information

 RE-RUN DIAGNOSTICS

 BACK