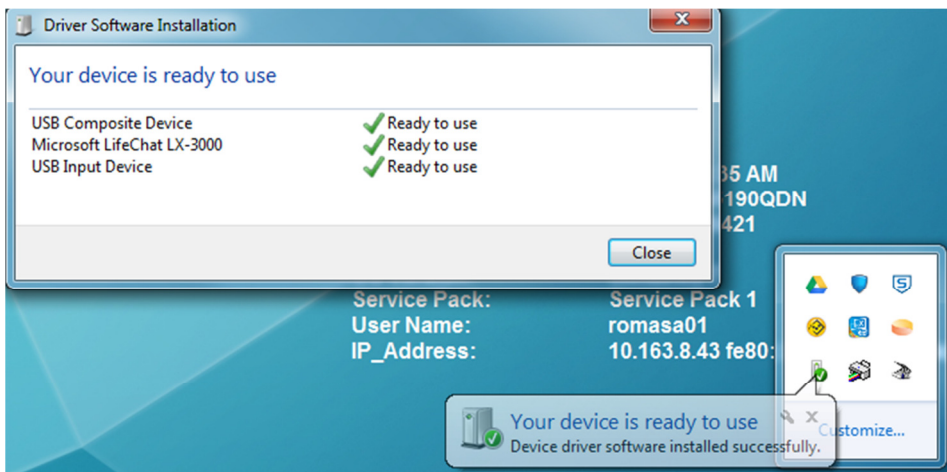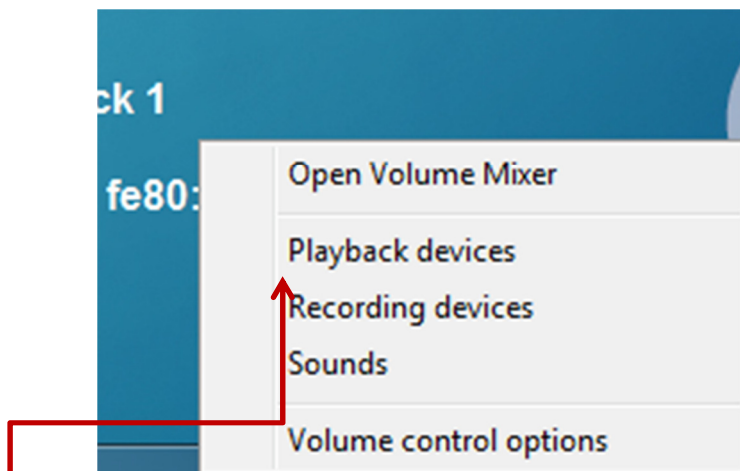**Setting up a USB headset to work with the Ohio Secure Browser.**
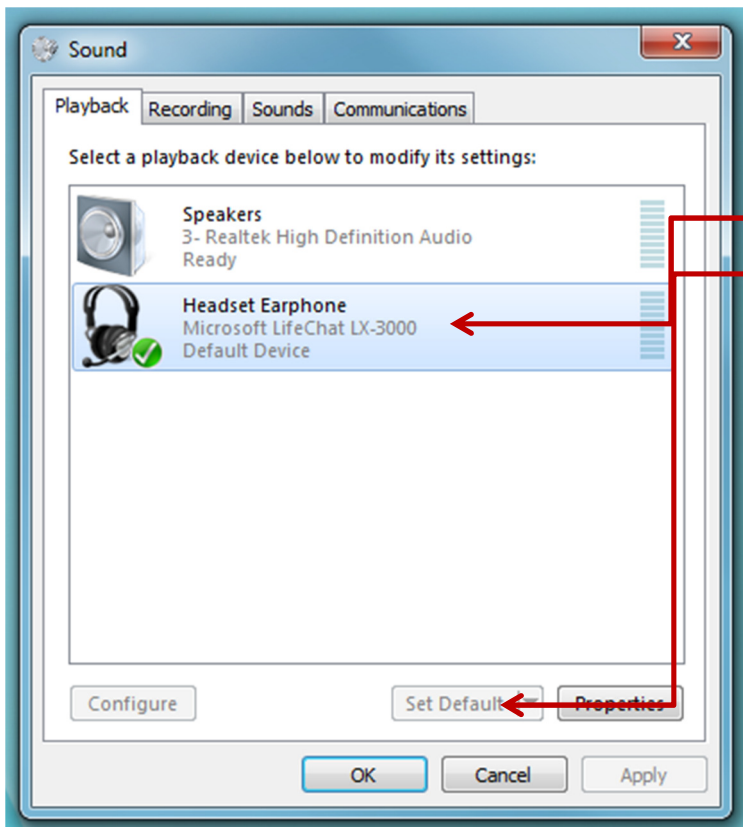
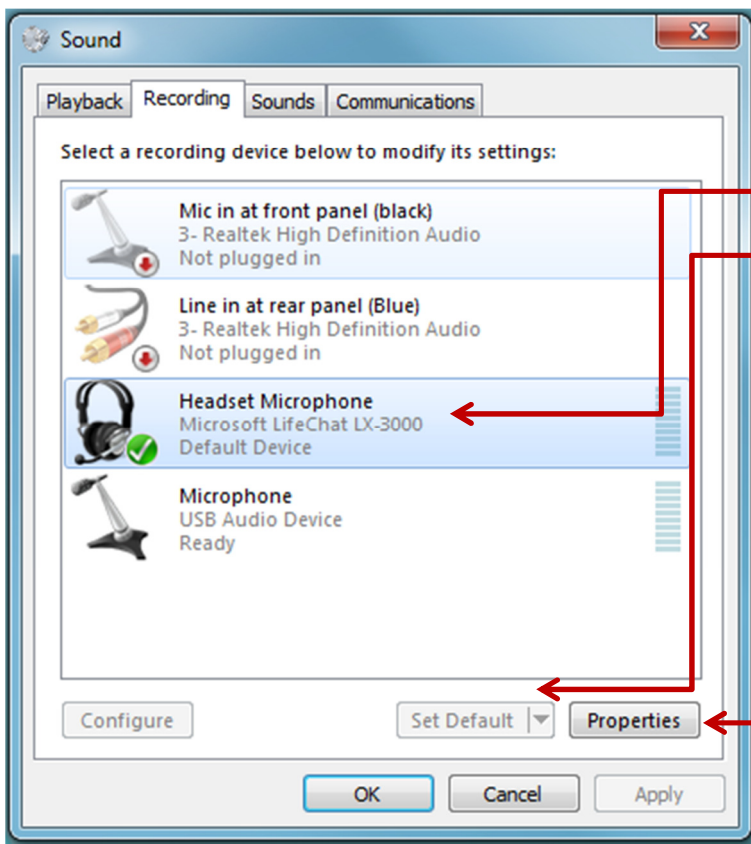**Prepared by Samuel Román, Bilingual Instructional Coach.**



1. **Plug** in the USB headset in any available USB Port.
2.  After a few seconds, you will see a message that your device is ready to use.
3. 3. If you **click on the message**, you will see the name of the headset. In this case, Microsoft LifeChat LX-3000.
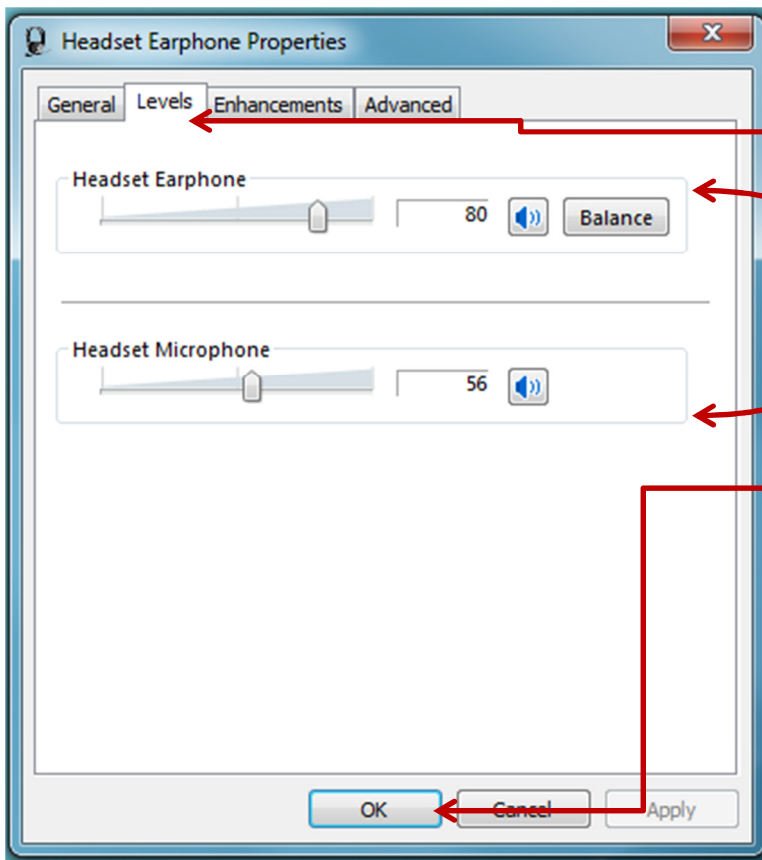4. **Close the Window**.



5. **Right –Click** on the **speaker icon** on the status bar at the bottom of the screen.
6. **Choose Playback Devices**.

7. On the Playback Tab, **Click** on the **Headset Earphone** to select it.
8. **Click** on **Set Defult**.
9. Then **Click** on the **Recording Tab**.



10. On the Recording Tab, **Click** on the **Headset Microphone** to select it.
11. **Click** on **Set Default**.
12. **Click** on the **Properties Button**.

13. **Click** on the **Levels Tab**.
14. Make sure the levels for both Headset Earphone and Headset Microphone are set at appropriate levels. These settings on the screenshot to the left work well for testing.
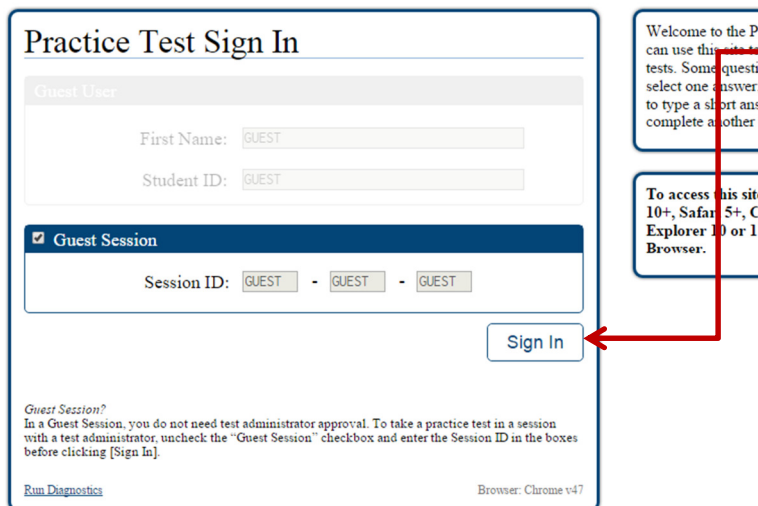15. **Click OK**.



16. **Open** the **Secure Browser** and **click** on the link to the Practice Site.
17. Click **Sign in**.
18. **Select** the grade level and the **ELPA 21** assessment.
19. Continue until the Sound Check window comes up.

20. **Click** on the **speaker icon**.
21. **Listen** to the sound through the headsets.
22. If you do not hear any sound, close the browser and repeat the steps to set up the headset and try again.
23. **Click** yes when you hear the sounds.



24. **Click** on the **Microphone Icon** on the Record Your Voice Window.
25. **Speak** to the microphone and click the **STOP** Sign when you are done recording.



26. **Click** on the **green speaker** icon to listen to your voice.
27. If you cannot hear your voice, check if the headset has a microphone Mute control and make sure the microphone is not muted. (See last picture Below)
28. Once you can hear your recorded voice, **click Yes** and proceed with the test.

## Sound Check: Record Your Voice

1. Press the Microphone button to start recording.
2. Say your name into your microphone.
3. When you are done, press the Stop button.
4. Press the Play button to listen to your recording.
5. If you hear your voice, click [Yes]. If you do not hear your voice, click [Problem (No)].

Problem (No)    Yes

30. Once you can hear your recorded voice, click the **stop** button and then click on Yes to proceed with the test.



Some headsets have a **Microphone Mute Button.** In this example on the left, the Mute button can be easily pressed and could stop the microphone to record.

Unmute the microphone and try recording again.