

From the Start menu (Windows Logo), select "Settings".

In Windows Settings, select "System" and then select "Sound"

Cestings	System		- a ×
Find a setting Q	V3WN9YZ2 Latitude 3301 Rename	Windows Update Last checked: 2 hours ago	
 Bluetooth & devices Network & internet Personalization 	Display Monitors, bright light, display profile	>	
Apps Accounts Time & language	Volume levels, output, input, sound devices Notifications Alerts from apps and system, do not disturb	>	
Gaming Accessibility Privace & security	Focus Reduce distractions Power & battery Some battery	>	
 Windows Update 	Storage space, drives, configuration rules	>	
	Rearby sharing Discoverability, received files location	>	
	Multitasking Snap windows, desktops, task switching	>	
	For developers These settings are intended for development use only	>	
	Activation Activation state, subscriptions, product key	>	
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In Sound settings, select the input device you want to use. In the example below, we'll select "Microphone (Realtek (R) Audio)". You can immediately test this device by speaking into your microphone, and watching the input bar move as it receives sound from your voice.

Input		
Ŷ	Choose a device for speaking or recording Apps might have their own settings	Microphone 🔨
	Input terminal Mic-j5 WebCam JVCU100	>
	Microphone Realtek(R) Audio	>
	Pair a new input device	Add device
Volur	me	Q 59 —

If the input bar shows "No input devices found", scroll down and select "All sound devices" under the Advanced section.

Input	
Choose a device for speaking or recording Apps might have their own settings	No input devices found $~~ \checkmark$
Volume	Q 0 •
Advanced	
Troubleshoot common sound problems	Output devices Input devices
All sound devices Turn devices on/off, troubleshoot, other options	>
	>
More sound settings	Ø

Select the desired device "Microphone". Click on "Allow" under the General audio section. This will allow the microphone to be enabled on your device.

	Microphone Realtek(R) Audio Rename	Provider Realtek Driver date 8/24/2021 Driver version 6.0.9228.1 Check for driver updates
ieneral		
Audio Allow apps and	Windows to use this device for audio	Allow
nput settings		
Format		2 channels, 16 bit, 48000 Hz (DVD Quality) $$
Input volume	2	Q 59
Input volume Test your mic Select Start tes	r ophone t and talk or play audio at your normal volume for at least a few seconds, then select Stop test	59 Start test

Test microphone input again by speaking into your microphone, and watching the input bar move as it receives sound from your voice. If your microphone is still not being detected it may be muted.