



J*M Steno

"A complete Court Reporters service"

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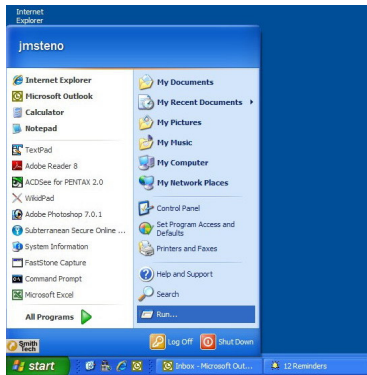
Special Instructions

This sheet contains special instructions for operating your equipment. Please read thoroughly and follow the instructions step by step. Should you run into any problems, feel free to contact JM Steno at 602-956-5198 or toll-free 877-956-5198. Thank you.

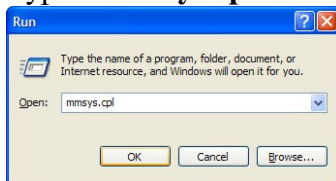
Item: How to stop the speakers from playing back microphone sounds

Notes: This normally occurs when the **Microphone** volume on your **Playback** controls is **not** set to mute.

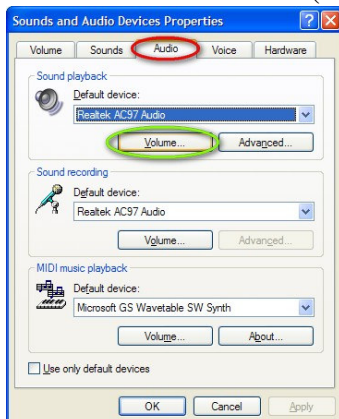
1. Click on **Start > Run**.



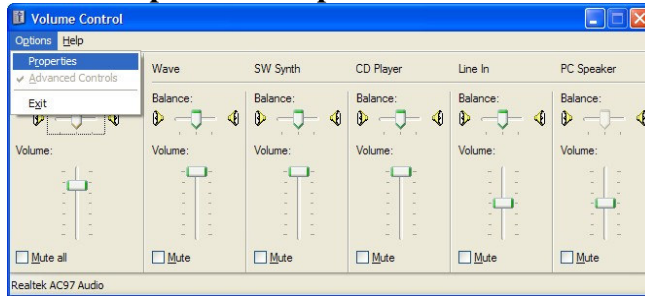
2. Type in **mmsys.cpl** in the run box and click **OK**.



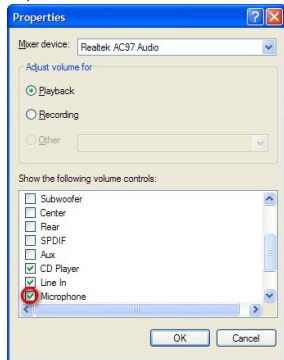
3. Click on the **Audio** tab (red circle) and then the **Volume** button (green circle).



4. Click on **Options > Properties**



5. Make sure **Microphone** has a check next to it. If it does not have a check next to it, left-click it once. Then click **OK**.



6. Left-click **Mute** (red) under **Microphone** playback and click the **X** (green) in the upper-right corner.

