



AV CaptureAll

How-to Guide: Add a Microphone

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🔗 Overview 🔗

The purpose of this guide is to walk you through the steps necessary to setup a new audio recording device in AV Capture. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

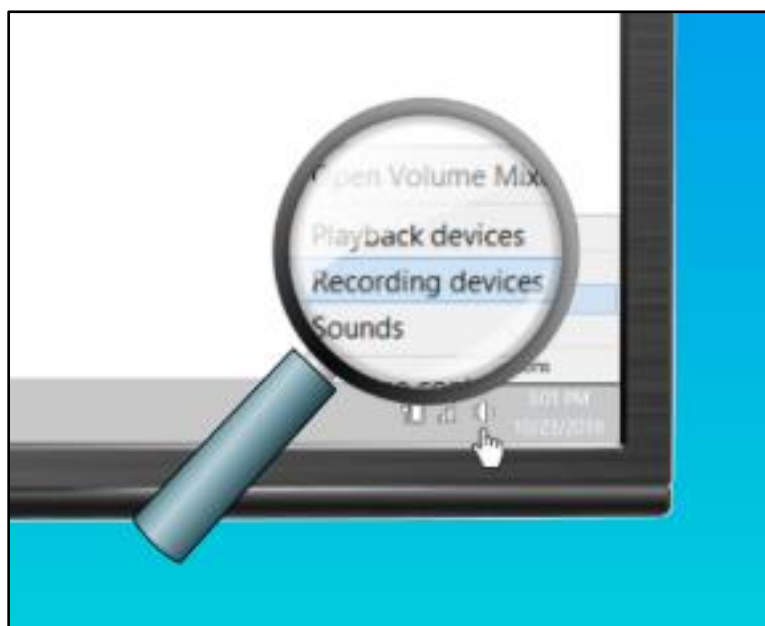
This document applies to the connection of a microphone or audio interface directly to the recording PC. It does not cover the scenario of adding a microphone to a pre-existing multi-microphone audio system. If the latter is your goal, we recommend contacting your AV service technician for assistance.

🔗 Directions 🔗

Step 1: Connect the audio recording device to the PC. If the device has a power switch, turn it on.

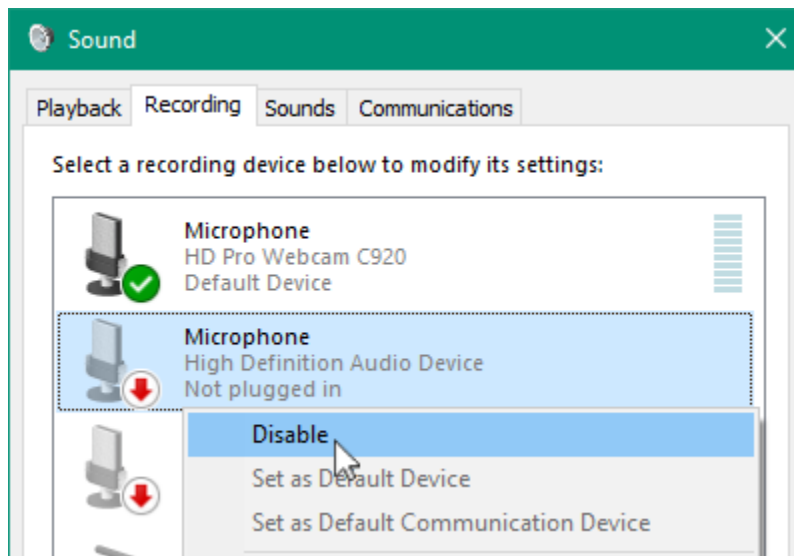
Step 2: Right-click on the loudspeaker icon in the lower-righthand of your Windows system tray and select "Recording Devices" from the dropdown menu. This will open the Windows Sound settings window.

Note: If "Recording Devices" is not an available option, select "Sounds", then navigate to the Recording tab.

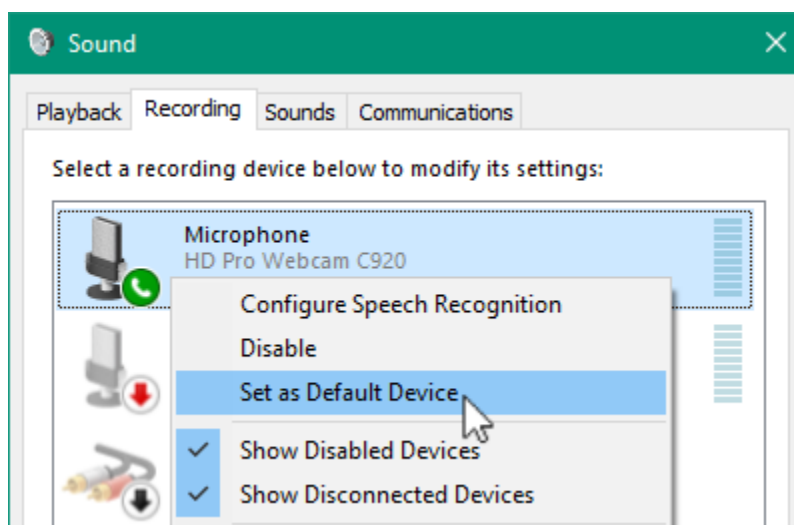


Step 3: Determine which device listed in the Record Devices tab is the one you just connected. If you are uncertain, you can disconnect and reconnect the device and watch for the list to update.

Step 4: For best performance, only the new recording device should be listed as enabled. If any other devices are enabled, right-click each applicable device and select "Disable" from the dropdown menu.

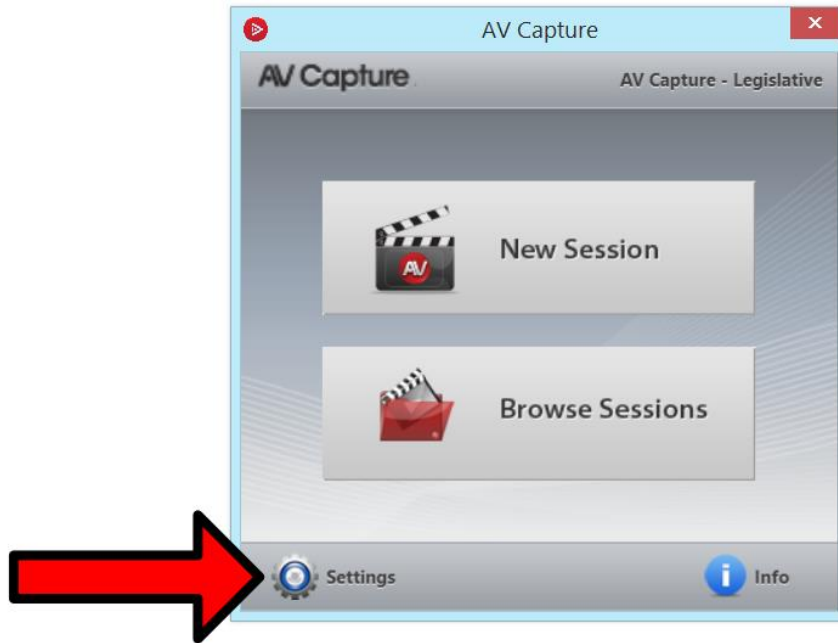


Step 5: The new recording device should now be set as the Default Device. This is indicated by the green checkmark (✓). If this is not the case, right-click the device and select "Set as Default Device" from the dropdown menu.

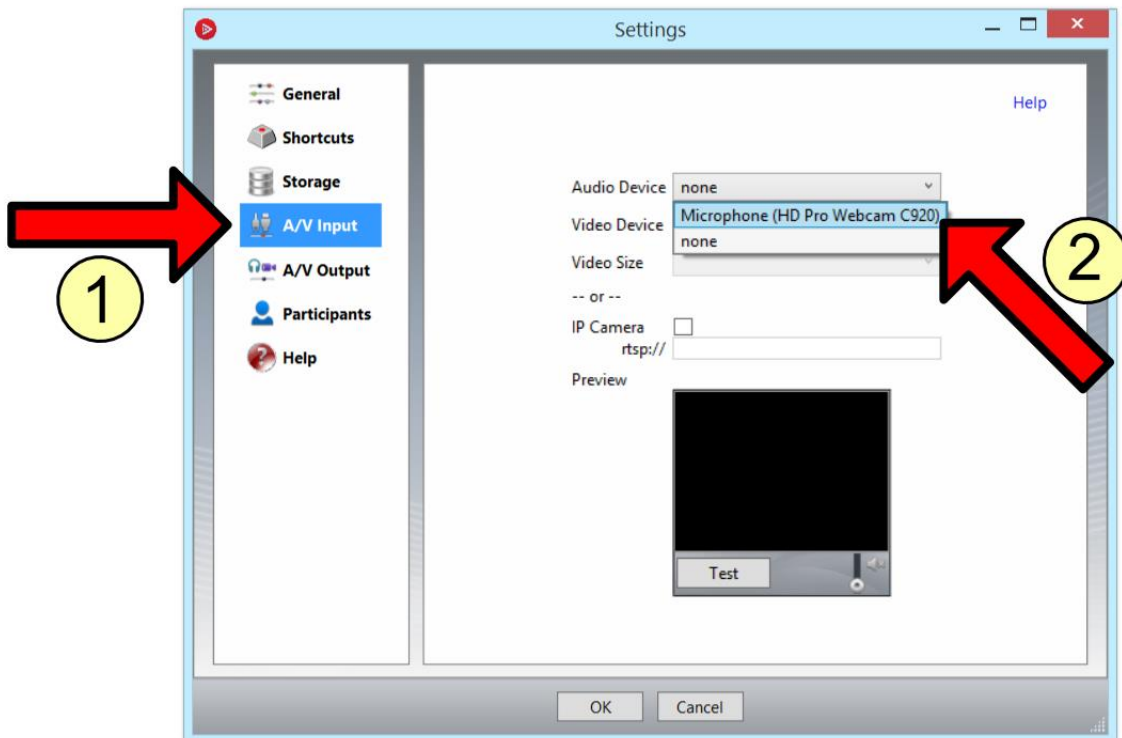


Step 6: Launch AV Capture. If it was already open, close and reopen it.

Step 7: Open the Settings window.



Step 8: Navigate to the A/V Input tab (1) and use the Audio Device dropdown menu to select the new audio device (2).



Step 9: If other AV Capture users have different Windows user accounts for logging onto the recording PC, they will also need to login and perform steps 6-8. Likewise, if both the Legislative and Judicial editions of AVC are installed and in use, this setting must be updated for both editions.

Summary

If you followed the steps above, you have successfully setup a new audio recording device. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

For steps on how to set your new audio recording device's volume level, see the related document link below.

Related Support Documents

[How-to Guide: Adjust Microphone Recording Level](#)

This guide explains how to optimize your PC's recording level, and provides an overview of audio system gain structure best-practices.