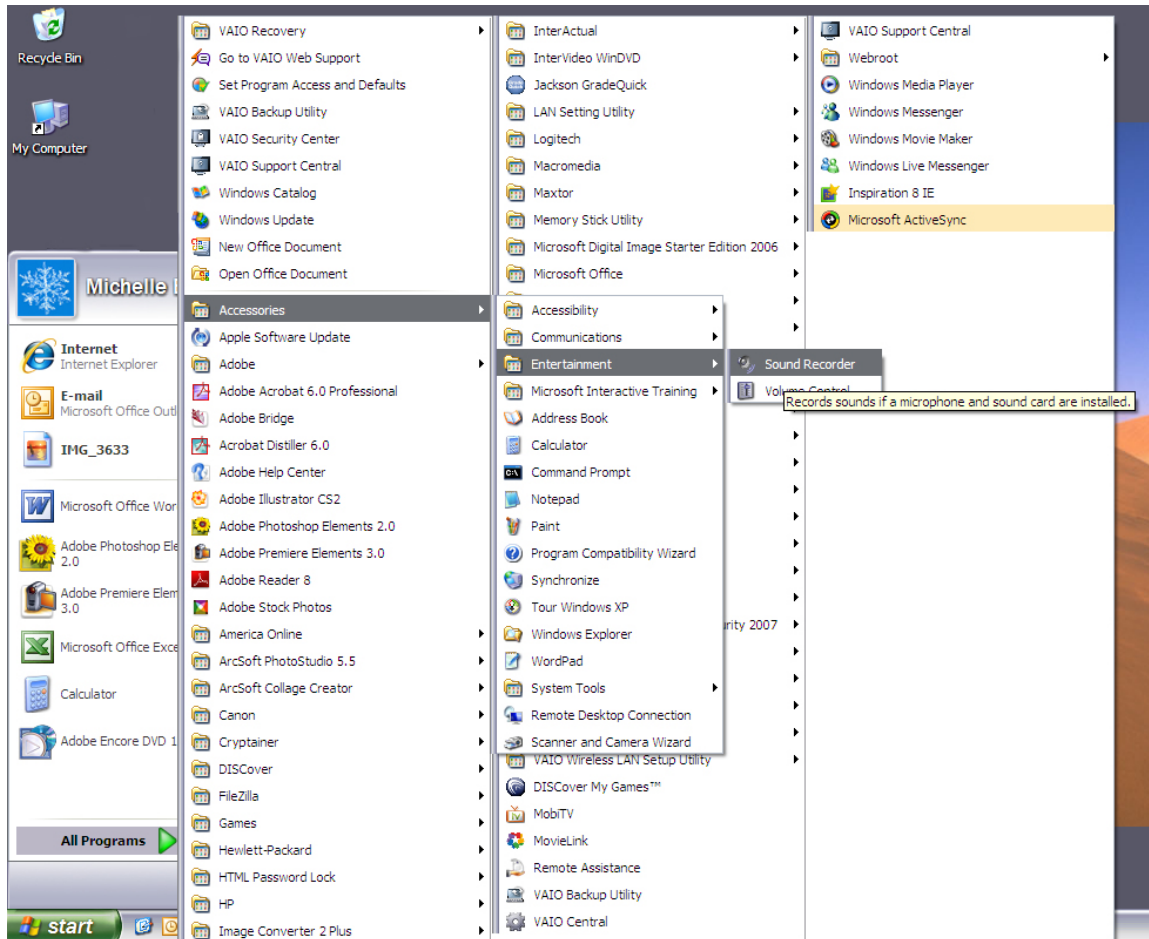


USING THE LOGITECH USB DESKTOP MICROPHONE

1. Plug the microphone into a USB port on the computer.
Turn the microphone on by pressing the only button on the device.



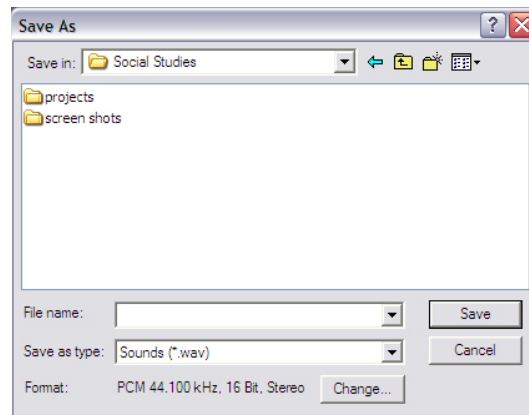
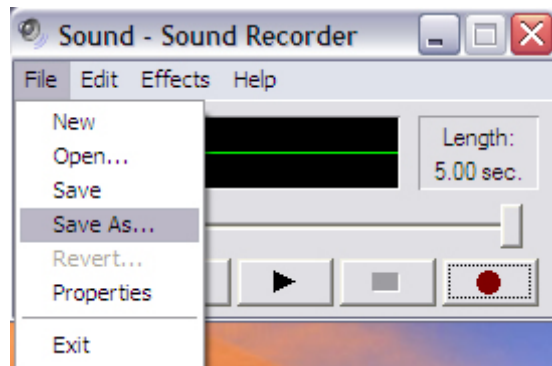
2. Give the computer a moment to recognize the new device.
3. To find the program you will use to record voice go into Start -> Programs -> Accessories -> Entertainment -> Sound Recorder



This will launch a very simple voice recording program. (see image below)



4. To record a voice, click on the round red button on your screen. This will start the recording process.
5. Speak into the microphone.
6. When finished, click the square black button to stop recording.
7. To save the recording to your file, choose file -> save as



8. This will save the file as a .wav format, which will work perfectly in Windows Movie Maker or other video applications.

Note: When students are saving their files at school, they need to make sure that they save it in their home directory file so that the deepfreeze program does not delete it when the computers are shut down at the end of the school day.