How to Check Microphone and Record Audio

Medical Note AI

Checking Microphone and Recording Audio on Windows:

1. **Checking if Microphone is Connected:**

   - Open Sound Settings:

   - Right-click on the speaker icon in the system tray (bottom-right corner of the screen).

   - Select 'Sound settings.'
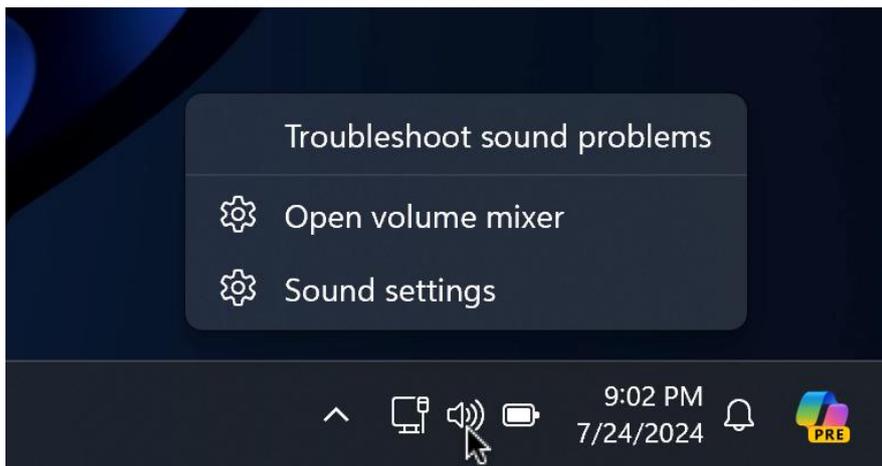
2. **Check Microphone:**
   - In the Sound settings window, scroll down to 'Input.'
   - You should see your microphone listed under 'Choose your input device.'

   If you cannot see your microphone listed here or are unable to record your voice, please check if your microphone is properly connected and ensure all necessary drivers are installed.
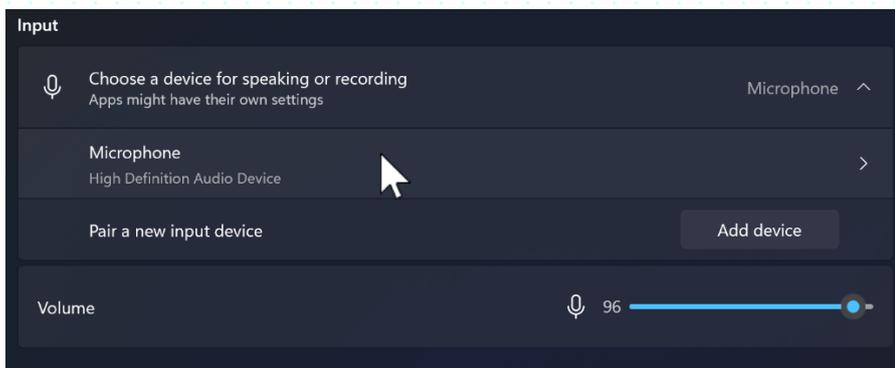
- Speak into the microphone to see if the input meter responds.
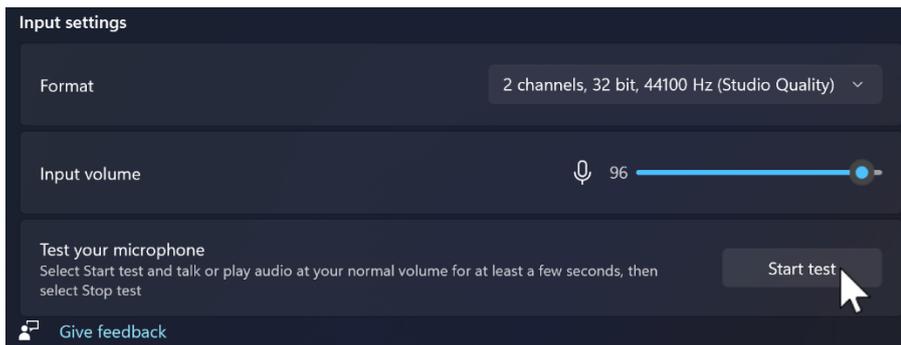
2. Recording a Short Voice Clip:

1. Open Voice Recorder:

- Press Windows key and type 'Voice Recorder.'

- Click on the 'Voice Recorder' app to open it
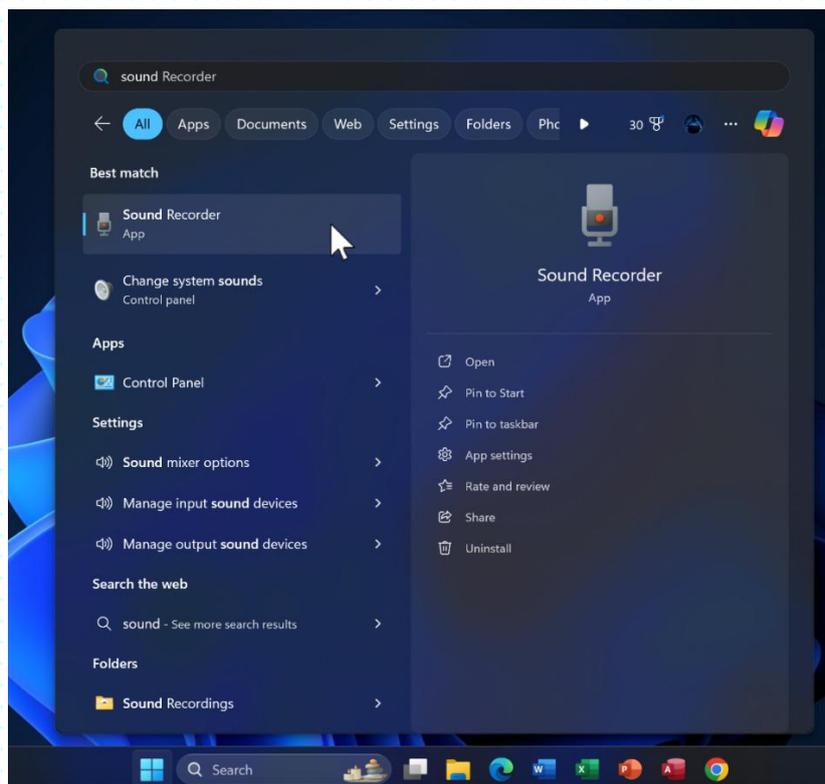
2. Record Your Voice:

- Click the microphone icon to start recording.
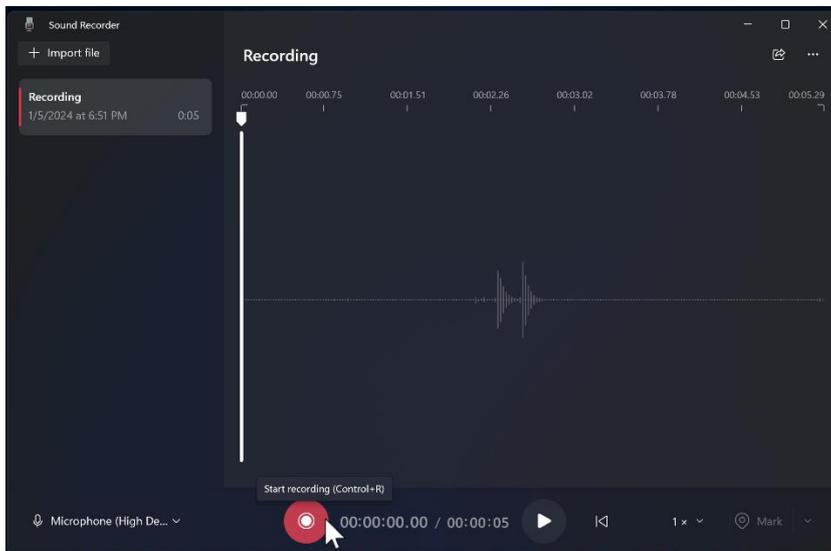
- Speak into the microphone.

- Click the stop button when you are done.
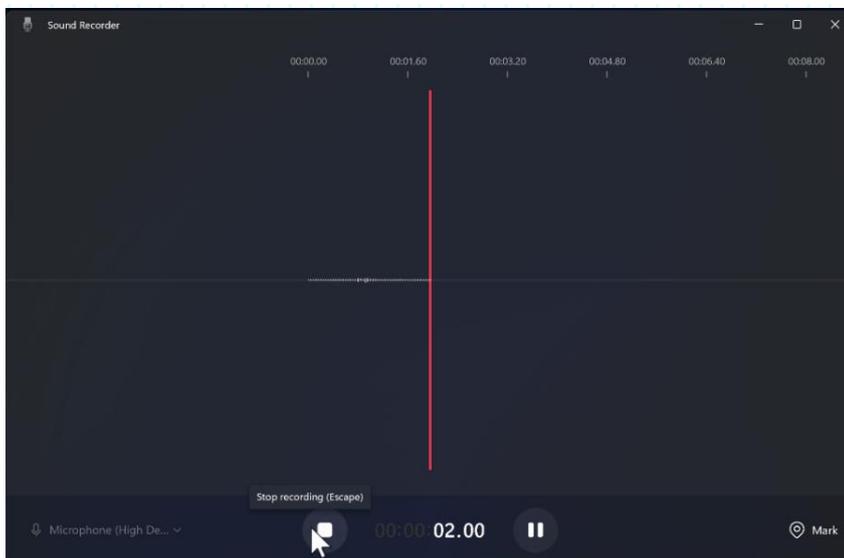
3. Play Back the Recording:

- Click on the recording in the list.

- Press the play button to listen to the recorded clip.

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