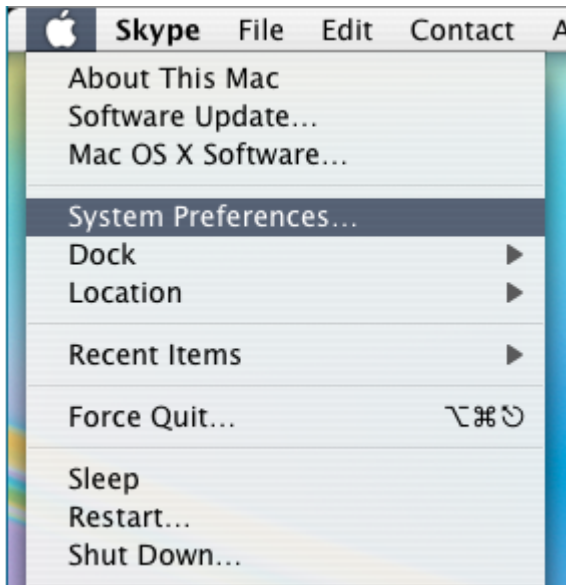


## Making Sure You Have The Correct Audio Settings On So You Are Able To Communicate Effectively With Your Tutor/Students

Even if you use you headset/microphone on applications such as Skype, you **MUST** follow these instructions to make sure that your settings are correctly set up for our online classroom. Please follow the instructions very carefully!

### How to Get to the Sound Preferences

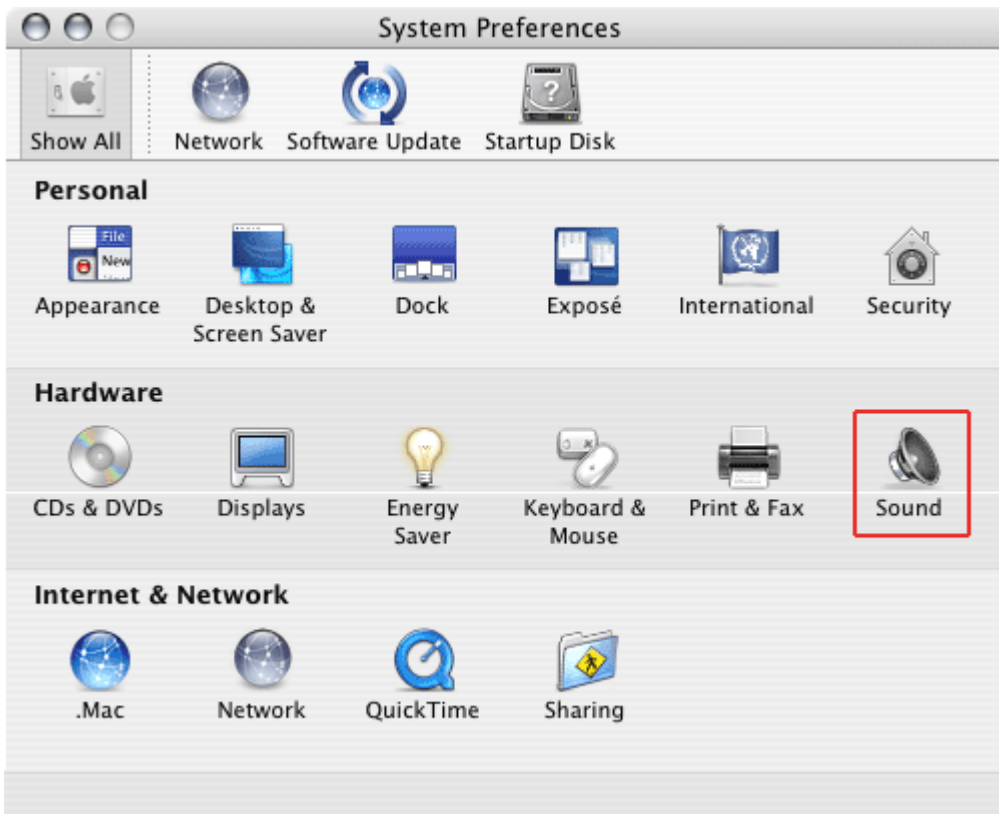


Click on the **Apple Menu** and select **System Preferences**:

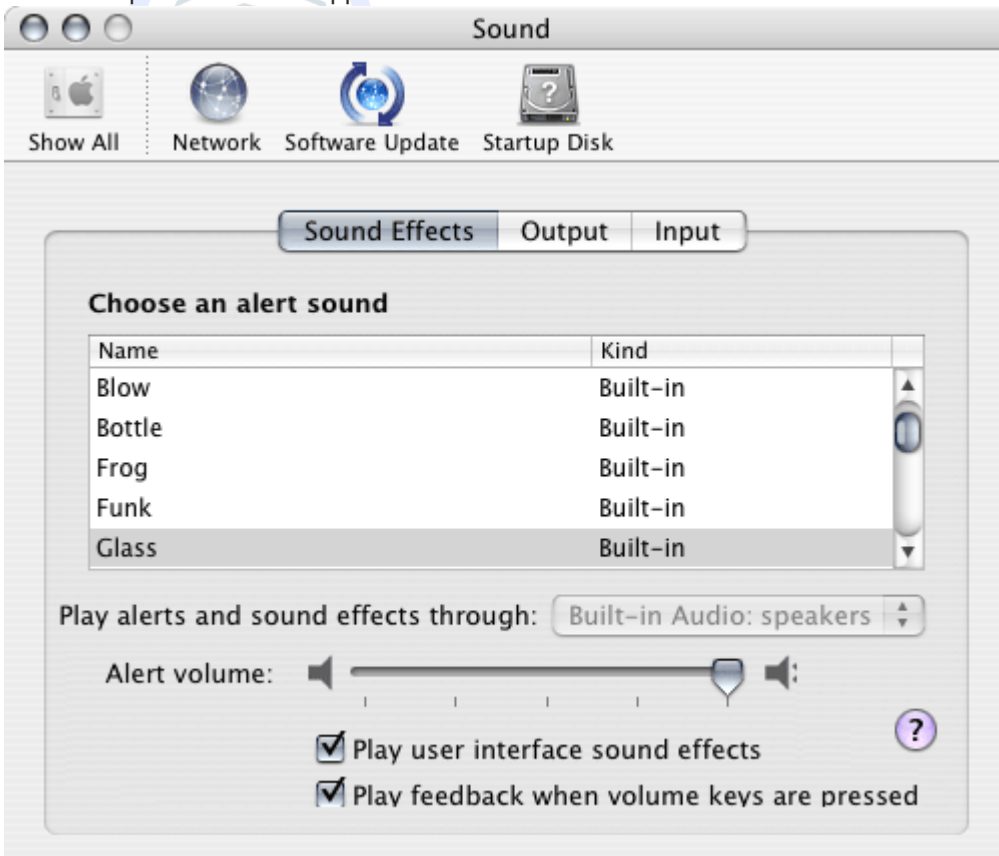
Tutoring Online

The **System Preferences** window will appear.

In the System Preferences window, find **Sound** and click on it:

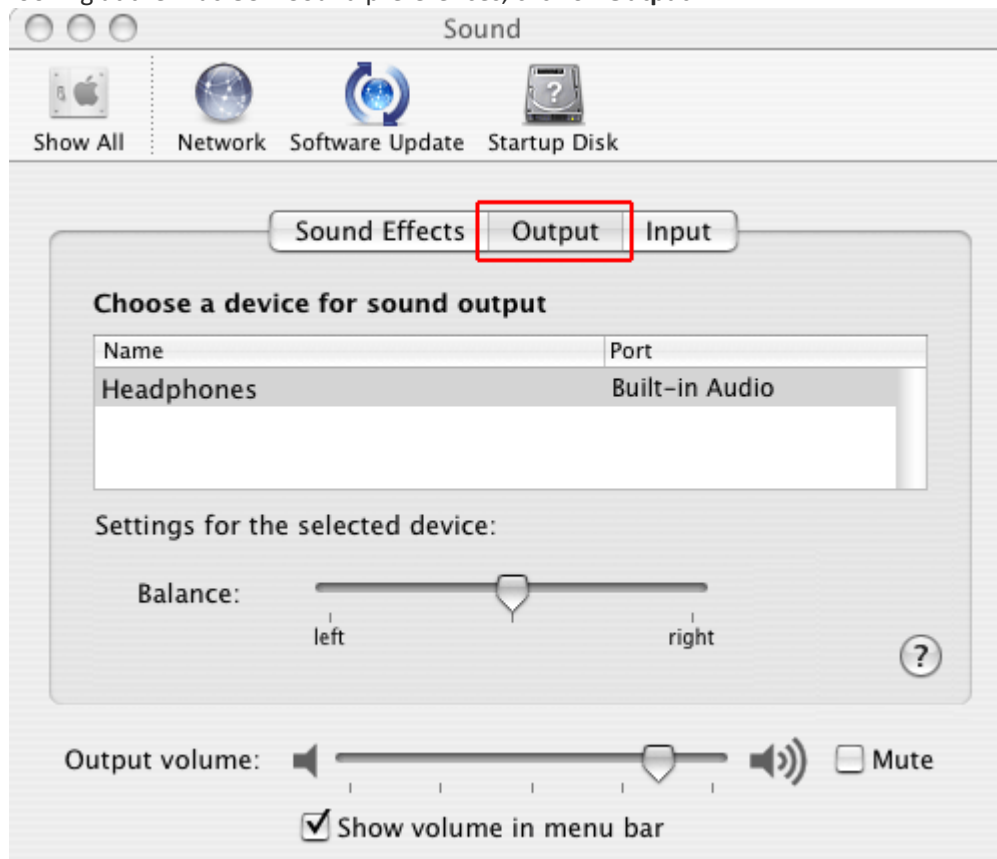


The **Sound** preferences will appear:



## How to Change Sound Output Preferences

Looking at the Mac OS X Sound preferences, click on **Output**:



You can adjust the **Volume** and **Balance** settings from this panel.

When using HomeTutoringOnline, the **Mute** box should be unchecked.

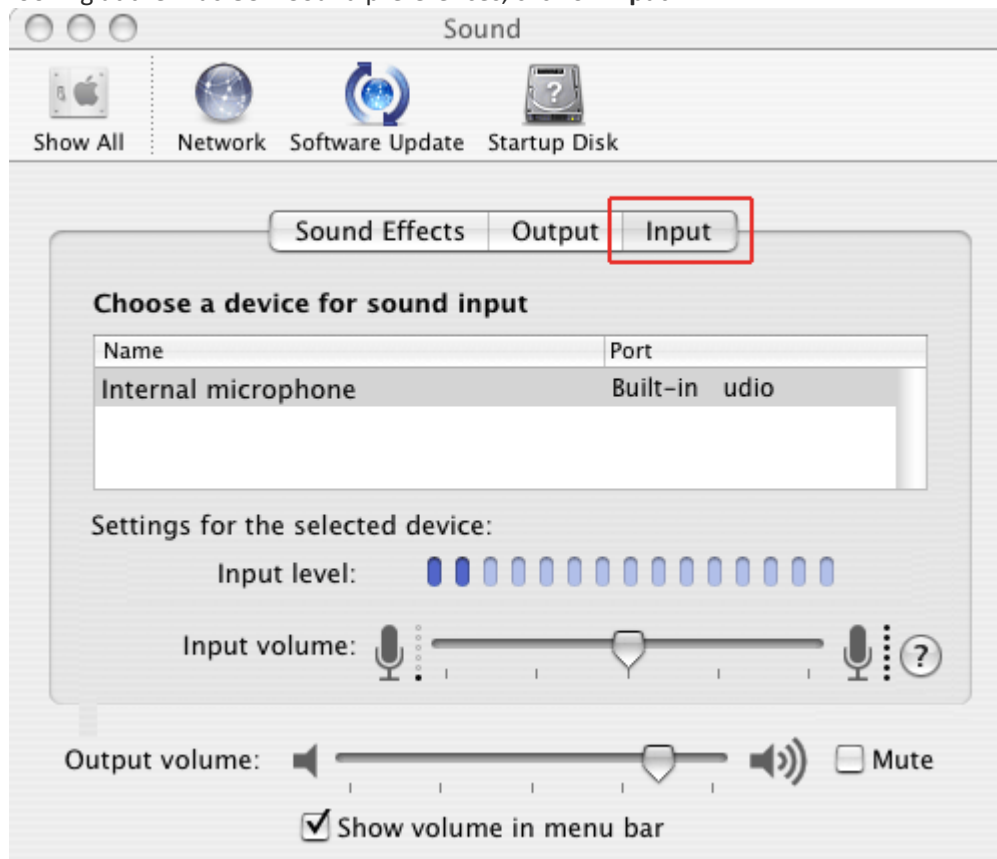
Checking **Show volume in the menu bar** is optional and handy. It allows you to adjust the sound volume without having to open System preferences.

You should see a list of available ways to output sound such as **Built-in Speakers** or **Headphones**. If more than one output device is listed, choose the device you prefer for sound output on your Mac. The selection here is the default output for sound on your Mac.

For best results, try using headphones or a headset.

## How to Change Sound Input Preferences

Looking at the Mac OS X Sound preferences, click on **Input**:



You should see a list of available ways to input sound such as **internal microphone** or **External microphone**. If more than one output device is listed, choose the device you prefer for sound input on your Mac. The selection here is the default input for sound on your Mac.

Your Mac will allow you to adjust the **Input Volume** of microphones used with your computer. As a general rule you want the **Input Volume** to be high enough so that the source of sound can be heard, but not too high so that you avoid causing distortion. You can test the **Input Volume** setting by speaking into a microphone in a normal voice and watching the response of the **Input Level** meter. For best results, the **Input Level** should fall in a range of 2/3 to 3/4 full. You can experiment to find the level that sounds best using your equipment by adjusting the **Input Volume** higher or lower.

The **Output Volume** controls the volume of sound coming out of your computer.

Checking **Show volume in the menu bar** is optional and handy. It allows you to adjust the sound volume without having to open System preferences.

When using HomeTutoringOnline, the **Mute** box should be unchecked.

For best results, try using headphones or a headset

To test the settings open up GarageBand, get to a blank project (Not Magic GarageBand). And click on the record, say something, and then play-back. You should be able to hear your voice/recording.

If you are still having problems, please contact our technical support team ASAP on [support@hometutoringonline.com](mailto:support@hometutoringonline.com)



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