

Center for Schools and Communities
ONLINE LEARNING

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Setting Up Your Headset/Microphone



Your computer's speaker/headset and microphone jack inputs are typically located in the back of your computer. Your computer most likely will have icons that will help you to determine which jack gets inserted into which space (see photo above). The jack input holes on most newer computers may also be color-coded to match the input jacks.

The **microphone** jack is typically **red or pink** and the **speaker/headset jack** is **green or black**.

NOTE: If you currently have speakers connected to the back of your computer, you will need to remove the speaker jacks and replace them with the headset jack for your online session.

DIRECTIONS FOR PLUGGING YOUR HEADSET/MICROPHONE INTO YOUR COMPUTER

1. Take the two jacks located at the end of the wires leading from your headset/microphone (one jack for the speaker/headset and one jack for the microphone).
2. Insert these two jacks into your computer using the color-coding or icons on the jacks to guide you.

The **microphone** jack (typically **red** or pink) should be plugged into the microphone jack input.

The **speaker/headset** jack (typically **green** or black) should be plugged into the speaker/headset jack input.

If you have any further questions, please call:

Elluminate Technical Support toll-free at 866-388-8674 - select option 2