

# USB Headsets for Audio and Recording

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This instructional document will provide the steps needed to use a USB Digital microphone/headset with your computer for listening to audio and recording audio with a microphone.



## Recommended Equipment

There are many different manufacturers for this type of equipment for your computer. The MCC Bookstore carries the Logitech Clear Chat Headset. Another recommended headset is the Plantronics brand. What is important is to make sure that has a USB connection, a microphone for recording, and offers “sound-cancelling” feature. You should be able to find this type of equipment for \$35-\$45 maximum.

## Connecting to Computer

You will find a small box called a port on your computer (usually two or more of them) that looks like this:



The laptop image shows the end of the USB connector ready to be pushed into the port.



The side with the network symbol white image near the end of the usb connector that goes into the computer should be face up. The USB end will only go into the slot one way.



## Using the Microphone and Earpieces

When using the microphone, make sure the microphone boom is close to your mouth but not so close that it will pick up your breathing as well as your speaking. You may have to experiment to get this adjusted correctly.



There is usually a mute setting on this type of equipment on the cord between the USB connection and the headset. It will look something like this (usually has a + and – symbol for muted and not muted). On the Logitech Clear Chat you push the silver button in the middle to toggle between muted and not muted.