



USER GUIDE

Speech Recognition Cloud

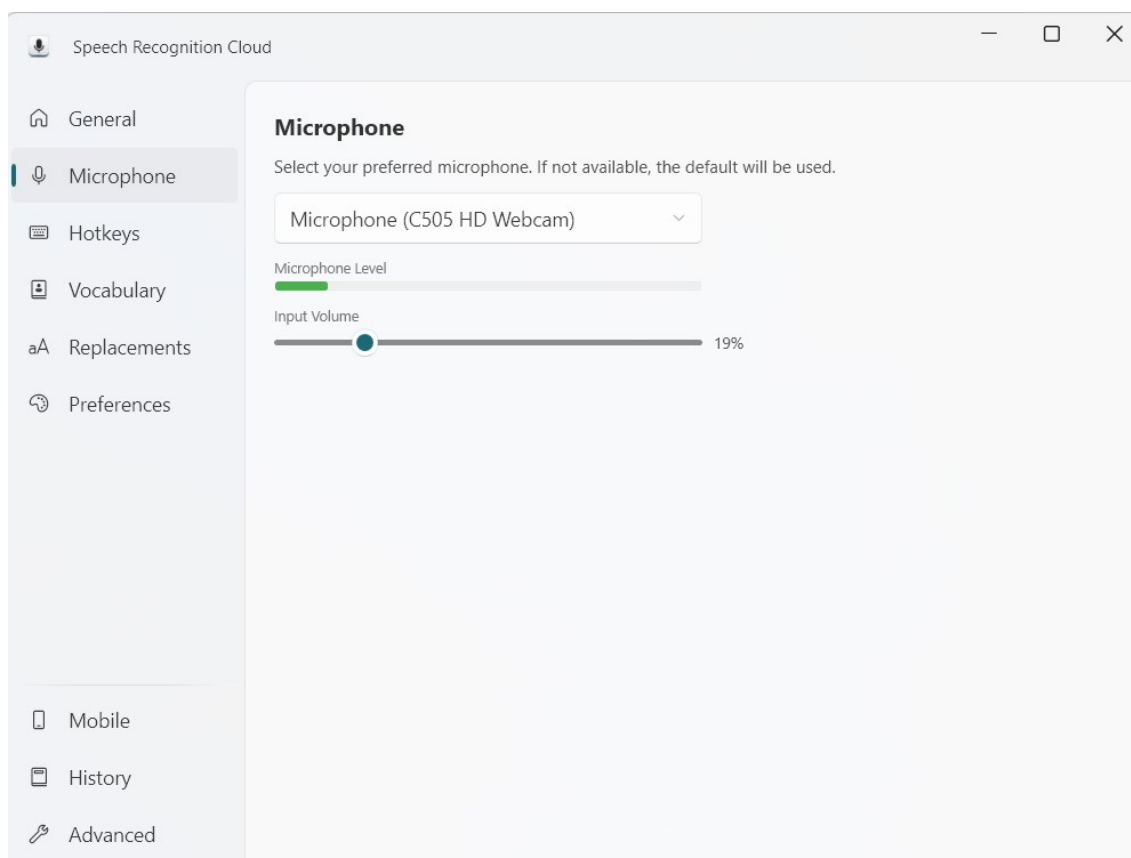
Selecting and checking your microphone

WHAT APPEARS IN SRC

The Microphone list shows the recording devices currently available to Windows. Your list will vary depending on the microphones, headsets, webcams, virtual devices and audio software installed on your computer.

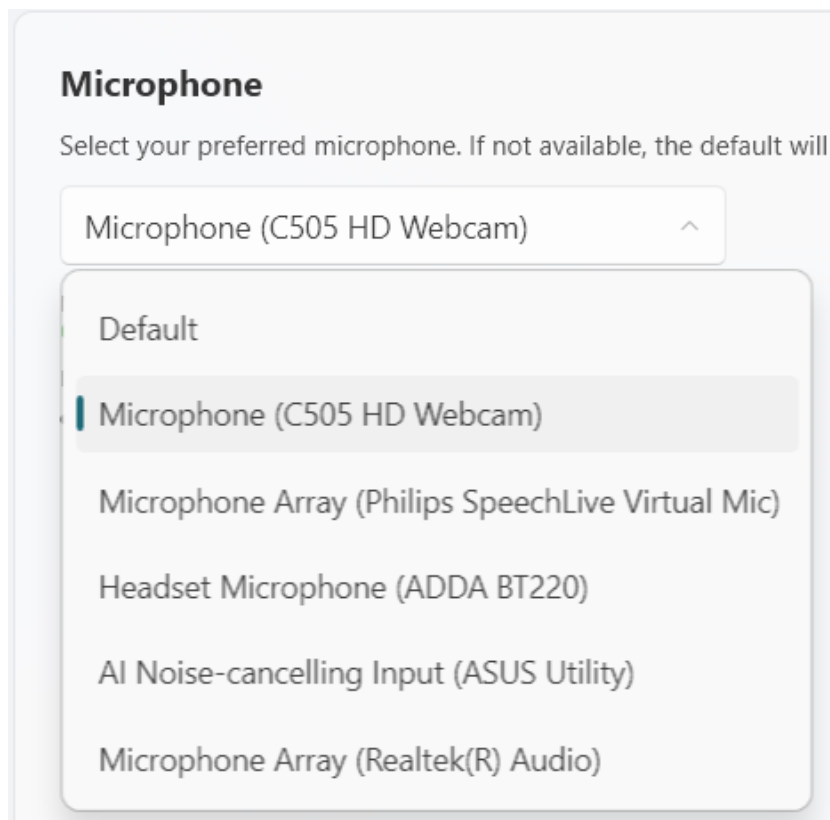
Open the Microphone tab

Open SRC Settings, then select Microphone from the menu on the left. Use this tab to choose the input SRC should record, confirm that it is receiving sound and adjust the input volume.



The Microphone tab with a selected webcam microphone

Choose the microphone SRC will use



Open the list to see the recording devices available in Windows

- 1 Open the device list.** Select the arrow beside the current microphone.
- 2 Review the available inputs.** SRC displays the microphones Windows currently makes available.
- 3 Select an input.** Choose the named device you want to use for dictation.
- 4 Speak normally.** Check the Microphone Level indicator to confirm that SRC is receiving your voice.

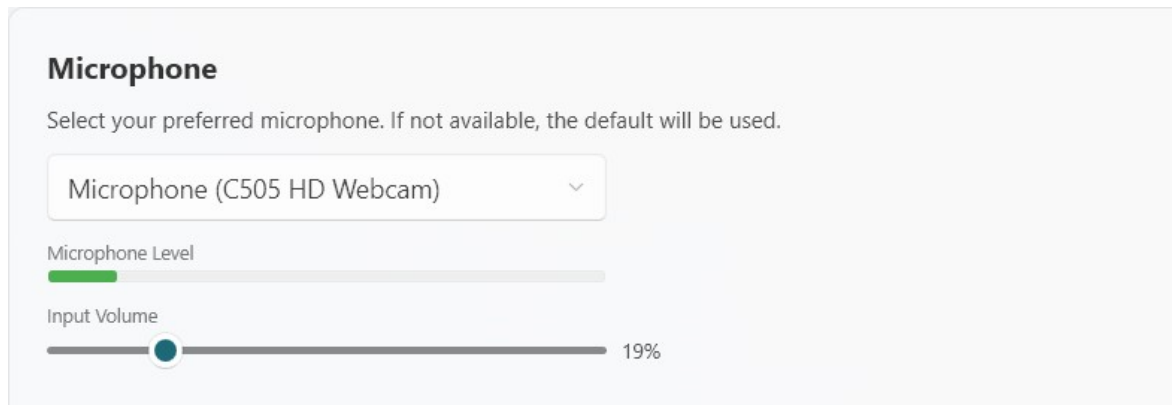
Default or a named device?

Choose Default when you want SRC to follow the current Windows default recording device. Choose a named microphone when you want SRC to prefer that specific input, such as a headset or webcam microphone.

DEVICE NAMES WILL DIFFER

Examples in the screenshot include a webcam microphone, headset microphone, built-in microphone array, virtual microphone and noise-cancelling input. These are examples only—select the device that matches your own setup.

Check the level and set input volume



The selected device, live Microphone Level and Input Volume controls

Microphone Level

The green level bar responds to sound reaching the selected microphone. Speak at your normal dictation volume. Movement confirms that SRC is receiving an input; stronger movement generally indicates a stronger signal.

Input Volume

Drag the Input Volume control to change how strongly SRC receives the selected microphone. Increase it if your voice is consistently too quiet. Reduce it if the signal is excessively strong, distorted or picking up too much background noise.

Quick microphone check

- Select the microphone you intend to use.
- Speak a short sentence at your normal distance and volume.
- Confirm that the green level bar moves while you speak.
- Record a short test in a blank document and check the result.
- Make a small volume adjustment if needed, then test again.

If a microphone is missing or not responding

Check	What to do
Connection	Reconnect the microphone or headset, then reopen the list.
Windows input	Confirm that Windows detects and enables the device as a recording input.
Permissions	Allow desktop applications to access the microphone in Windows privacy settings.
Default selection	Try Default, or choose the microphone by its full device name.
Other software	Close applications that may be using the microphone exclusively.
Final test	Restart SRC after changing Windows audio settings, then test again.