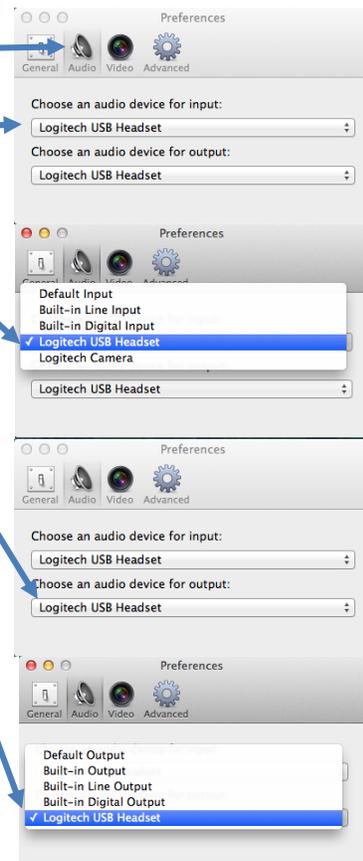


## Client Settings for Mac – Audio Tab

- Skip to step 4 if the **preferences** Window is open
  - Skip to step 5 if the **Preferences** window is open and the Audio tab is selected.
1. Start the **SCOPIA Desktop Client**
  2. Click **SCOPIA Desktop** pull down menu on the upper left.
  3. Click **Preferences**

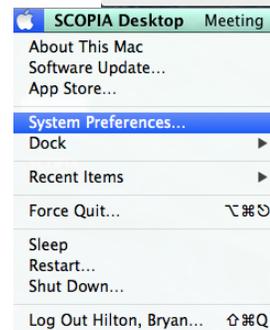


4. Click the **Audio** tab if the **Preferences** window is already open.
5. Select your microphone by using the pull down menu below the **Choose an audio device for input** heading
6. Select your speakers by using the pull down menu below the **Choose an audio device for output** heading



Ensure that the audio settings on your Mac are correct

7. Click the **Apple** pull down menu in the upper left corner
8. Click **System Preferences**



9. Select the **“Sound”** icon



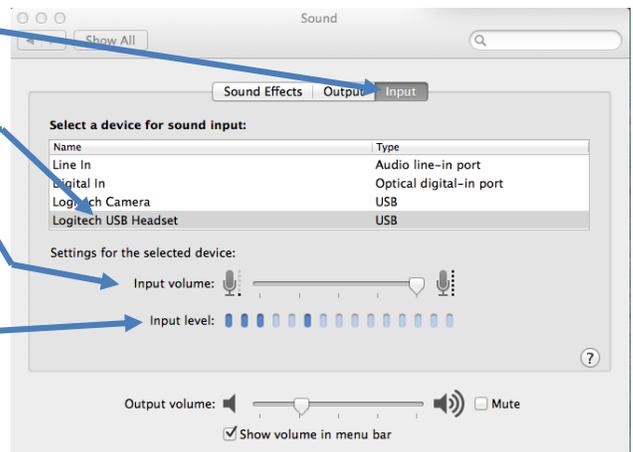
10. Click the **Input** tab

11. Click your correct input device (microphone) under **Select Device for Sound Input** (in this case **Logitech USB Handset** is selected)

12. Adjust your input volume using the slider under **Settings for the selected device**

13. Ensure that your microphone is powered **“On”**

14. Test your input level by Speaking into your microphone  
You will not hear yourself but will see the **blue** bars on the input volume (**Input Level**) moving

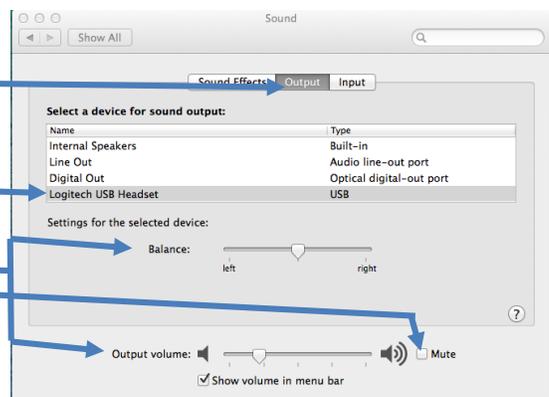


15. Click the **Output** tab

16. Click your correct output device (internal or external speakers) under **Select a Device for Sound Output** (in this case **Logitech USB Handset** is selected)

17. Adjust your output balance and volume using the slider under **Settings for the selected device**

18. Ensure that the box to the left of **Mute** is **“unchecked”**



**Ensure you are in SCOPIA Desktop Preferences (see steps 2 and 3).**

**Proceed to 3CMeNow Preferences – Video button**