Audio-Recording Procedures

Instructions for connecting the USB Telephone Handset Recording Adapter.
To audio record sessions delivered via telephone, you will need the following two items:

- A USB cable
- An LRX-40 USB Telephone Handset Recording Adapter.

Step 1: Unplug your telephone’s handset cord (curly phone cord) from the handset jack. The handset jack is most likely located underneath the body of your telephone.

Step 2: Plug your telephone’s handset cord into the adapter.
Step 3: Unplug your telephone’s handset cord (curly phone cord) from the handset jack. *Note: The handset jack is most likely located underneath the body of your telephone.*

Step 4: Take your USB cable and plug the smaller end of the cable into the adapter.
Step 5: Plug the opposite end of the USB cable into your computer’s USB port.

Note: The adapter should emit a blue light:
Instructions for connecting the USB Conference Microphone:

You will need to use the CM-1000USB Conference Microphone to record sessions delivered face to face. Plug the microphone into the USB drive on your desktop workstation.

Instructions for recording session audio:

After you have connected the appropriate device (i.e., telephone adapter for telephone sessions, conference microphone for in-person sessions), please follow these steps to record audio directly to your desktop workstation.

**Step 1:** On your computer desktop, select “Start” and “All Programs”

**Step 2:** Select “Accessories,” and then select “Sound Recorder”
Note: The Sound Recorder program should appear on your desktop.

Step 3: Press the “Start Recording” button.
- Pick up your telephone receiver.
- Dial out to the number you wish to call.
- The green bar should fluctuate to indicate that an audio signal is detected and that recording is in progress.

Note: If you are trying to record with the telephone adapter but are not getting a signal (as indicated by the green bar), you may need to adjust the gain knob on the side of the adapter to ensure that an audio signal is available:
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