<p align="center"><u>**VOICEMEETER CHECKLIST**</u></p>

Before you start your computer, make sure everything is plugged in.
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Windows Sound Properties
       Open Windows Sound Properties
       Under the Playback tab make sure Voicemeeter input is set to default
       Under the Recording tab make sure Voicemeeter output is set to default
       Close Windows Sound Properties
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Voicemeeter
       Open Voicemeeter app

ZOOM
SKYPE
WEBEX

       Mic - For Web Meeting calls
       Set Hardware input 1 to MME _____
                                     (physical mic used at home)

       Speakers - For Web Meeting calls
       Set Hardware output A1 to MME _____
                              (whatever headphones or device, internal jack / USB)

LIVE
COURT
DEPOS

       Mic - For Live in Court/Depos
       Set Hardware input 1 to MME _____
                                  (physical mic used in court)
       Speakers - For Live in Court/Depos
       Set Hardware output A1 to MME _____
                              (whatever headphones or device, internal jack / USB)

       Under the Hardware input 1 column make sure "A" is unchecked
       (for live monitoring leave "A" checked.)
            green bars will bounce in the Hardware input column
            and the Hardware out B column, that means its working
       Minimize Voicemeeter (this must stay running in the background)
       <mark>We recommend you use headphones when using Voicemeeter to reduce feedback and prevent a distorted audio recording</mark>.
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Eclipse
       Open Eclipse
       Open User Settings
       Go to the Realtime tab and click on Audio Recording
       Make sure the channel is set to Voicemeeter, click ok
       Go to the Edit tab and click on Audio playback
       Make sure the audio device is set to Voicemeeter and Playback channel is 0
       Click ok to close user settings
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Webmeeting Platform (Zoom, Teams, Skype, WebEx, etc.)
       Click the arrow next to mute
       Under Microphone select Voicemeeter
       Under Speakers select Voicemeeter
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Troublshooting
       If Voicemeeter freezes (usually due to plugging and unplugging audio devices)
       Open Task Manager (CTRL ALT DELETE, Open Task Manager)
       Click on voicmeeter and then click end task, then restart Voicemeeter