

## Setting Your FESR Microphone Recording Mode

You can specify how you want the FESR microphone record button to work while you are dictating. This is a personal setting that will apply to all of the FESR microphones you use. It does not affect other users of the same microphones.

There are two options you can choose from:

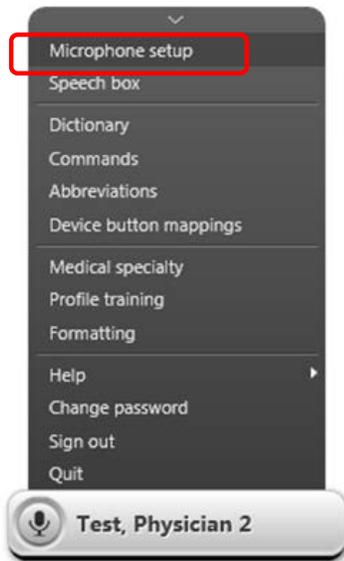
- (1) **“Hold to Talk”** which means you press and hold the record button while dictating and release the button when finished; or,
- (2) **“Toggle to Talk”** which means you to press the record button once to begin recording and then press again to stop the recording.

Most users prefer the **“Hold to talk”** option.

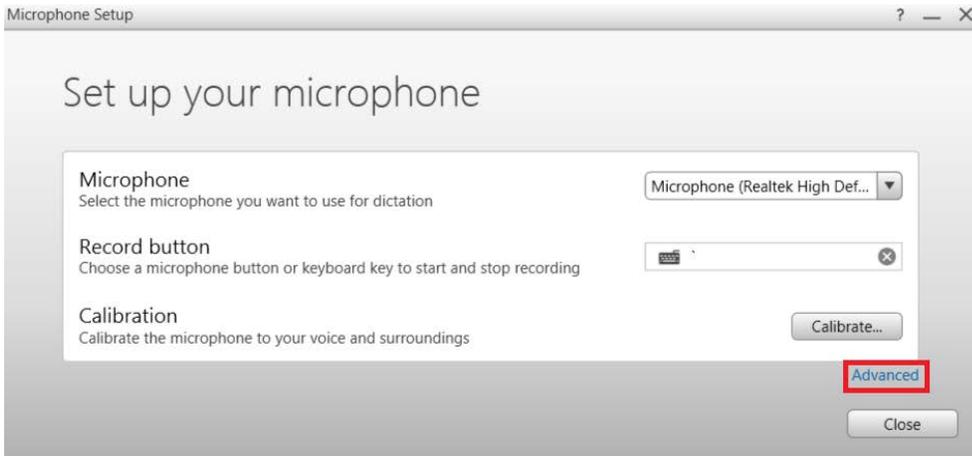
### Instructions:

Open Fluency Direct from the **Citrix Portal QuickLaunch** toolbar located at the top of the screen. Once the Fluency Direct control bar (i.e., pill shaped icon) appears, follow these instructions to change the Recording Mode.

*Step 1.* Click your name on the Fluency Direct pill and then click on *Microphone Setup*.

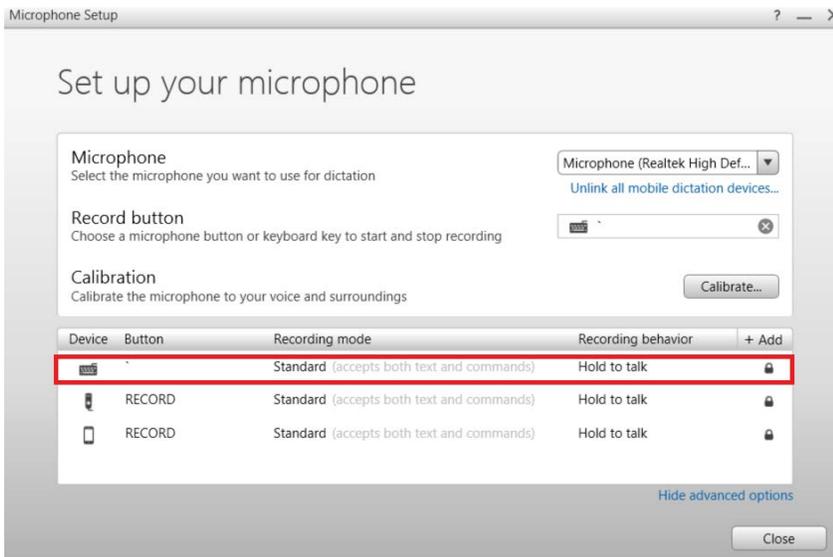


Step 2. After the **Microphone Setup** window appears, click on the bottom right corner where the word *Advanced* that appears in blue.



Step 3. Once opened, single click on the keyboard option under *Device*.

Comment [H1]: The screen shot doesn't relate to this step



Step 4. By clicking the drop-down arrow, you are able to choose between *Hold to Talk* or *Toggle to Talk*.

- **Hold to Talk:** *Hold down button when dictating, release when not speaking.*
- **Toggle to Talk:** *Click once to turn on record. Click again to turn-off recording.*

