Before using **TALK** (microphone),

1. click on **Options** (a menu will appear above Options),
2. scroll over **Audio Input**, (a menu will appear next to **Audio Input**), and
3. select the correct **Audio Input** (e.g., **Plantronics Headset**).

If the correct **Audio Input** is not selected, audio input may not work properly.
To TALK,  
a. click on the TALK button (and keep it depressed);  
   or  
b. depress the CTRL key (on your keyboard) and keep it depressed.

NOTE:  
When your TALK button is orange,  
TALK is ON.