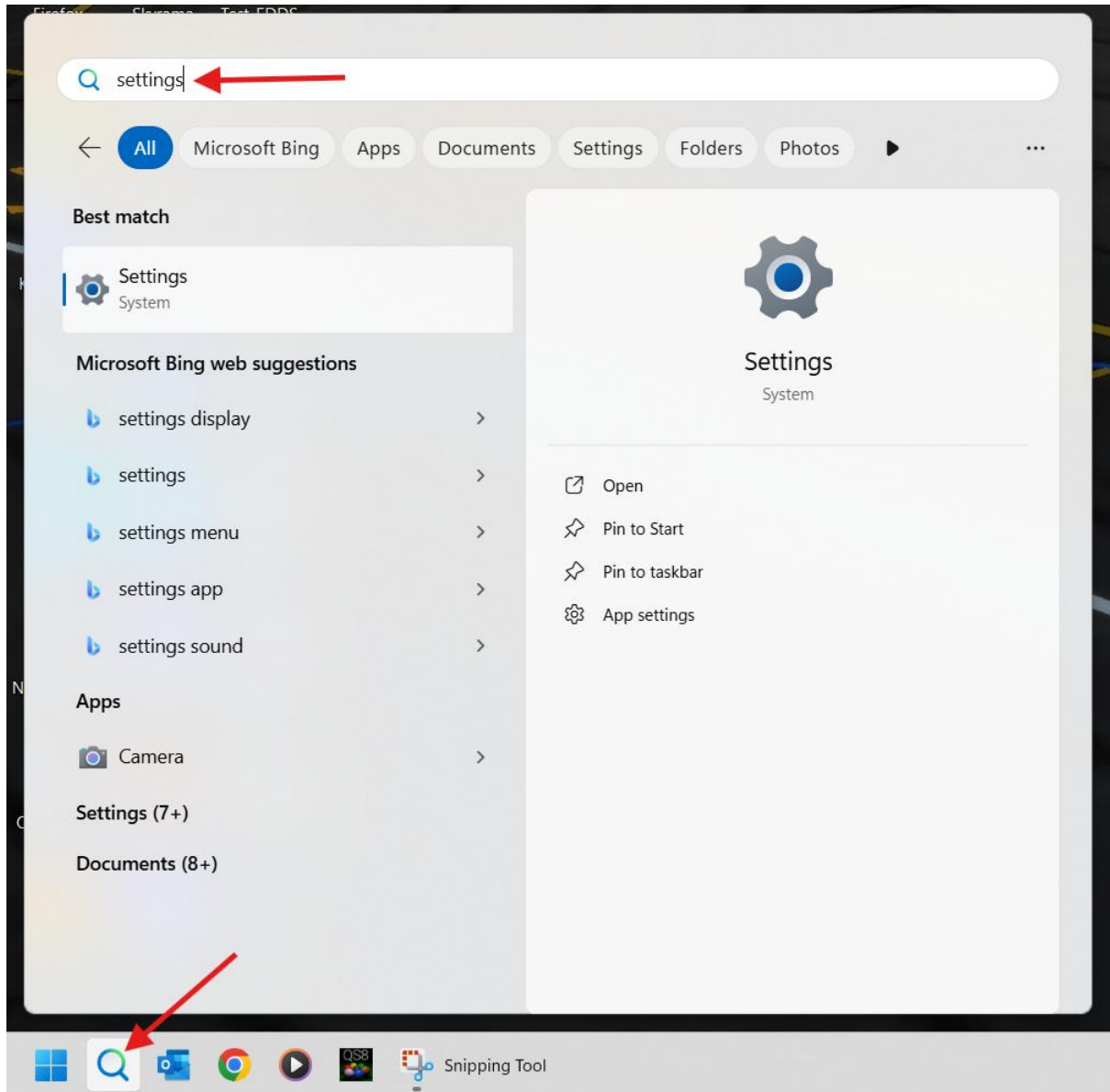
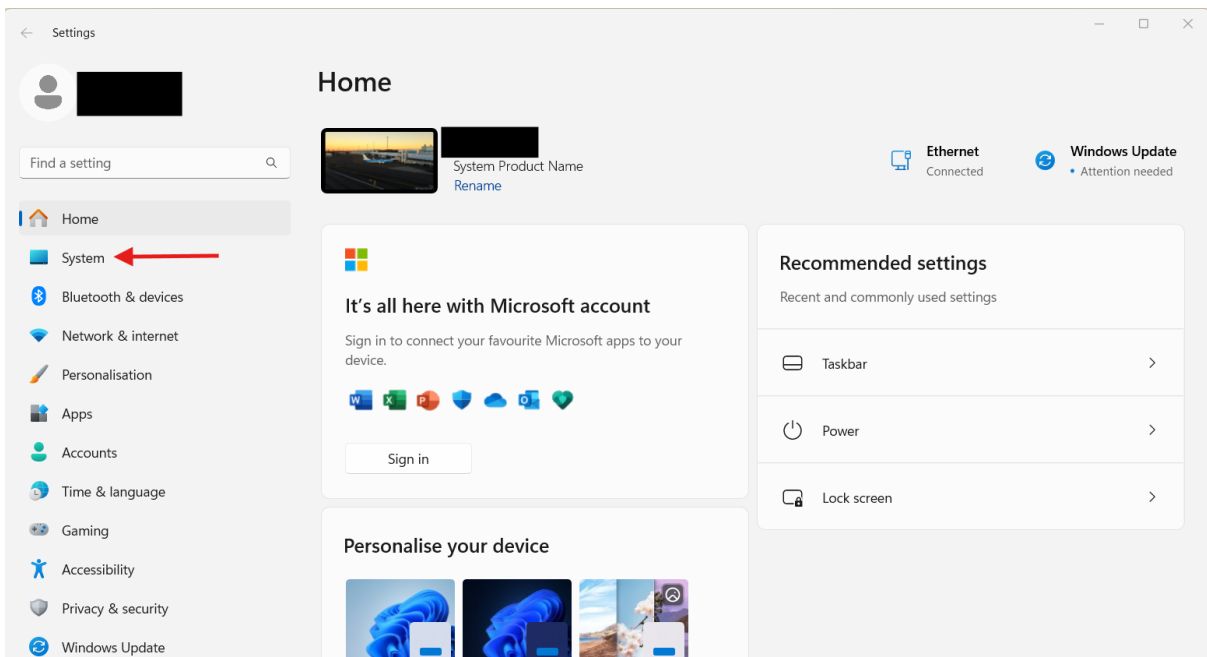


## Windows 11 – settings adjustments

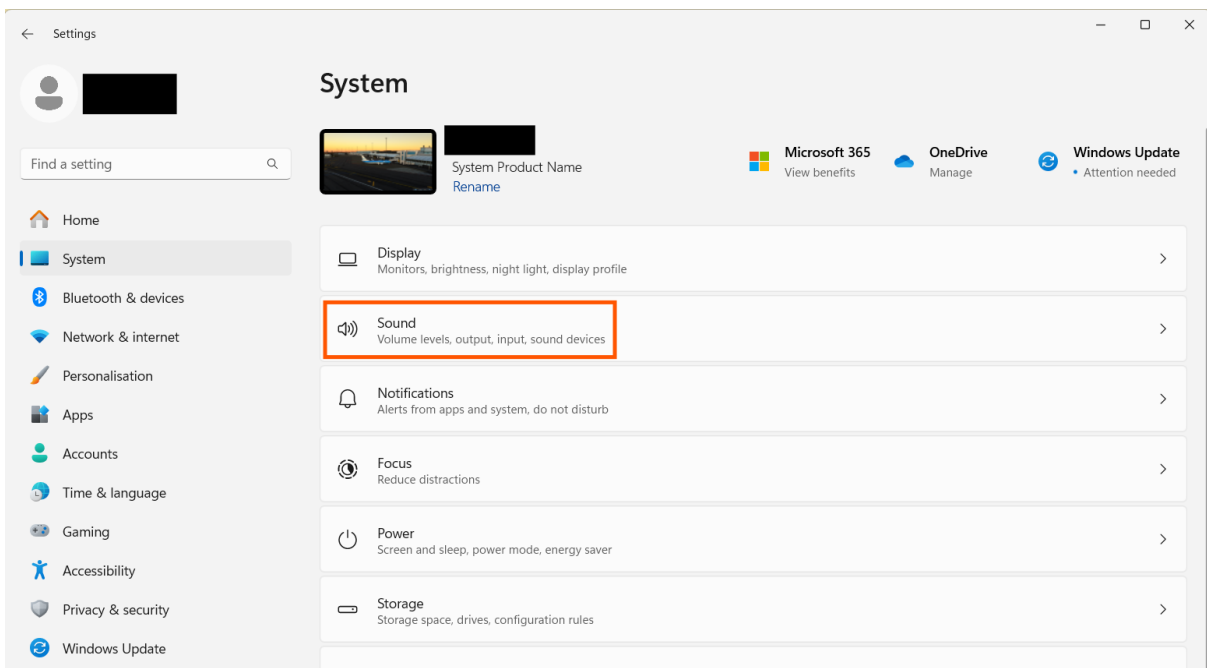
- 1) Press the search icon that is to the right of the windows button
- 2) Type the following into the search field: settings
- 3) Press ENTER to open the settings



4) On the left side of the window click on 'System'




5) Click on 'Sound'



6) Under "Input" make sure the correct microphone is selected



## System > Sound

### Output

 Choose where to play sound  
Apps might have their own settings Speakers ^


- Realtek Digital Output**  
Realtek(R) Audio  
Enabled >
- Headset Earphone**  
Jabra EVOLVE LINK MS  
Default communications device >
- Speakers**  
Creative Bluetooth Audio W2  
Default device >

Pair a new output device Add device

Volume  100 



**Mono audio** Off   
Combine left and right audio channels into one

### Input

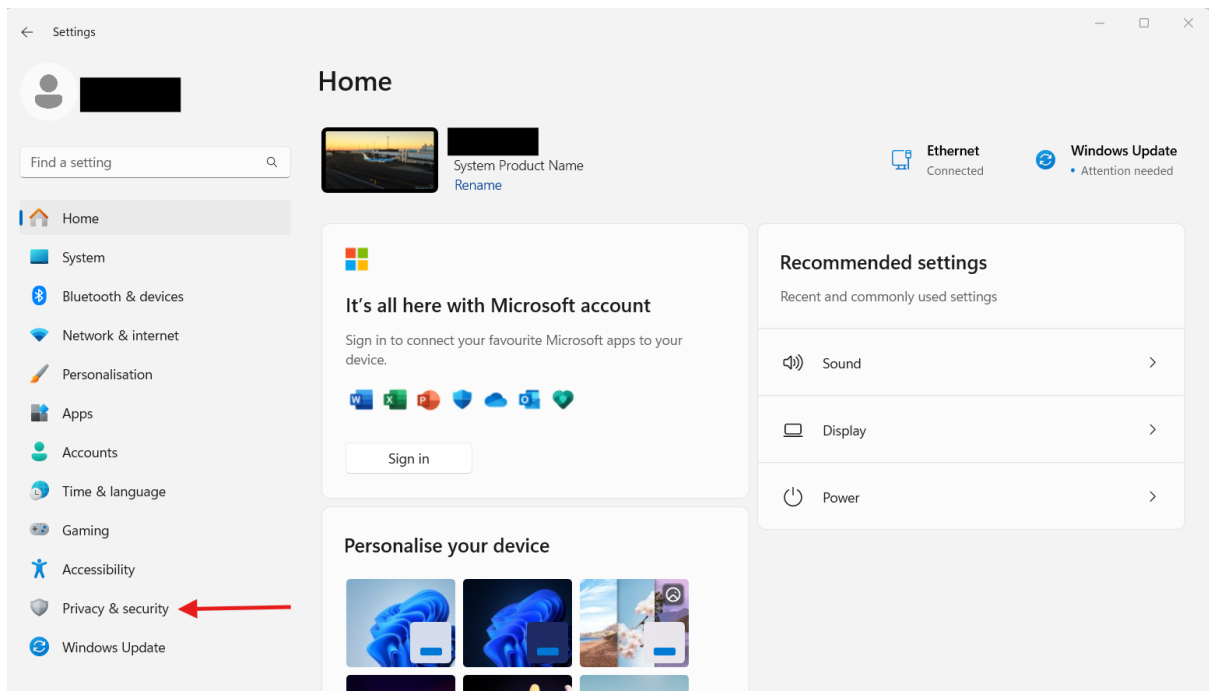
 Choose a device for speaking or recording  
Apps might have their own settings Headset Microphone ^

- Headset Microphone**  
Creative Bluetooth Audio W2  
Default communications device >
- Headset Microphone**  
Jabra EVOLVE LINK MS  
Default device >

Pair a new input device Add device

Volume  16 

7) On the left side of the window click on 'Privacy & Security'



## 8) Click on 'Speech'

### Accessibility

#### Vision

 **Text size**  
Text size that appears throughout Windows and your apps >

 **Visual effects**  
Scroll bars, transparency, animations, notification timeout >

 **Mouse pointer and touch**  
Mouse pointer colour, size >

 **Text cursor**  
Appearance and thickness, text cursor indicator >

 **Magnifier**  
Magnifier reading, zoom increment >

 **Colour filters**  
Colour-blindness filters, greyscale, inverted >

 **Contrast themes**  
Colour themes for low vision, light sensitivity >

 **Narrator**  
Voice, verbosity, keyboard, braille >

#### Hearing

 **Audio**  
Mono audio, audio notifications >

 **Hearing devices**  
Pre-sets, environment sound control, audio routing >

 **Captions**  
Styles, live captions >

#### Interaction

 **Speech**  
Voice access, voice typing >

 **Keyboard**  
Sticky, Filter, and Toggle keys, on-screen keyboard >

9) Set 'Online speech recognition' to "Off" if it isn't so already

## Privacy & security > Speech

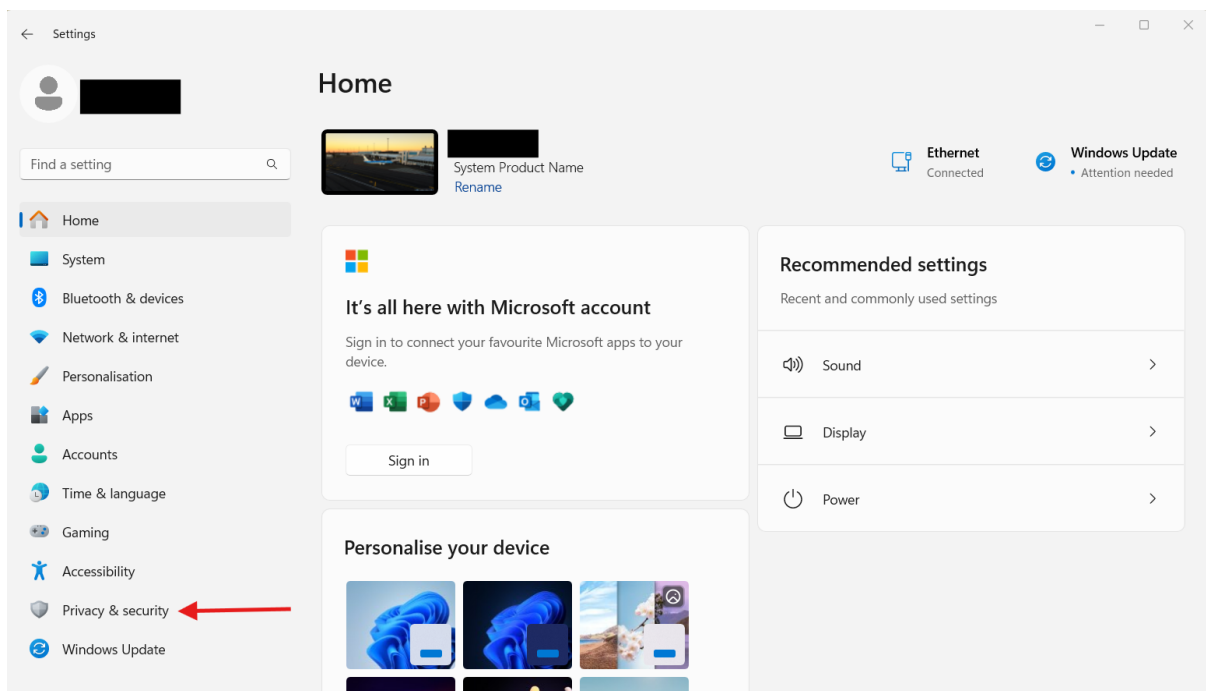
### Online speech recognition

Use your voice for apps using Microsoft's online speech recognition technology.

If you turn off online speech recognition, you won't be able to use apps that use Microsoft's online speech recognition technology. However, you can still use the Windows Speech Recognition app and other speech services that don't use Microsoft's online speech recognition technology.





10) On the left side of the window click on 'Privacy & Security' again









11) Click on 'Voice activation'

## Privacy & security

### Security

-  **Windows Security**  
Antivirus, browser, firewall, and network protection for your device >
-  **Find my device**  
Track your device if you think you've lost it >

### Windows permissions

-  **Recommendations & offers**  
Advertising ID, personalised offers, local content, app launches, settings suggestions, productivity tools >
-  **Speech**  
Online speech recognition for dictation and other voice-based interactions >
-  **Inking & typing personalisation**  
Customised dictionary, words in your dictionary >
-  **Diagnostics & feedback**  
Diagnostic data, inking and typing data, feedback frequency >
-  **Search permissions**  
Cloud content search, search history >
-  **Searching Windows**  
Search indexing for faster results, Find My Files, folders excluded from search >

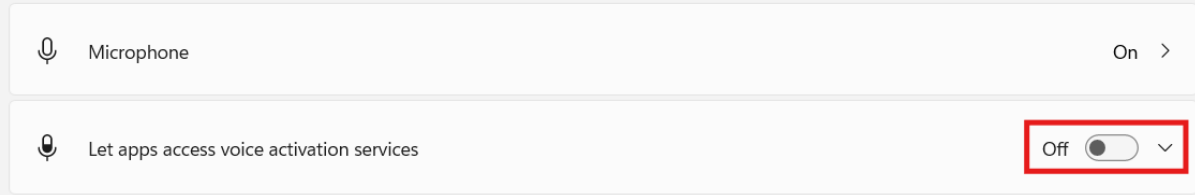
### App permissions

-  **Location** >
-  **Camera** >
-  **Microphone** >
-  **Voice activation** >
-  **Notifications** >

12) Set 'Let apps access voice activation services' to "Off" if it isn't so already

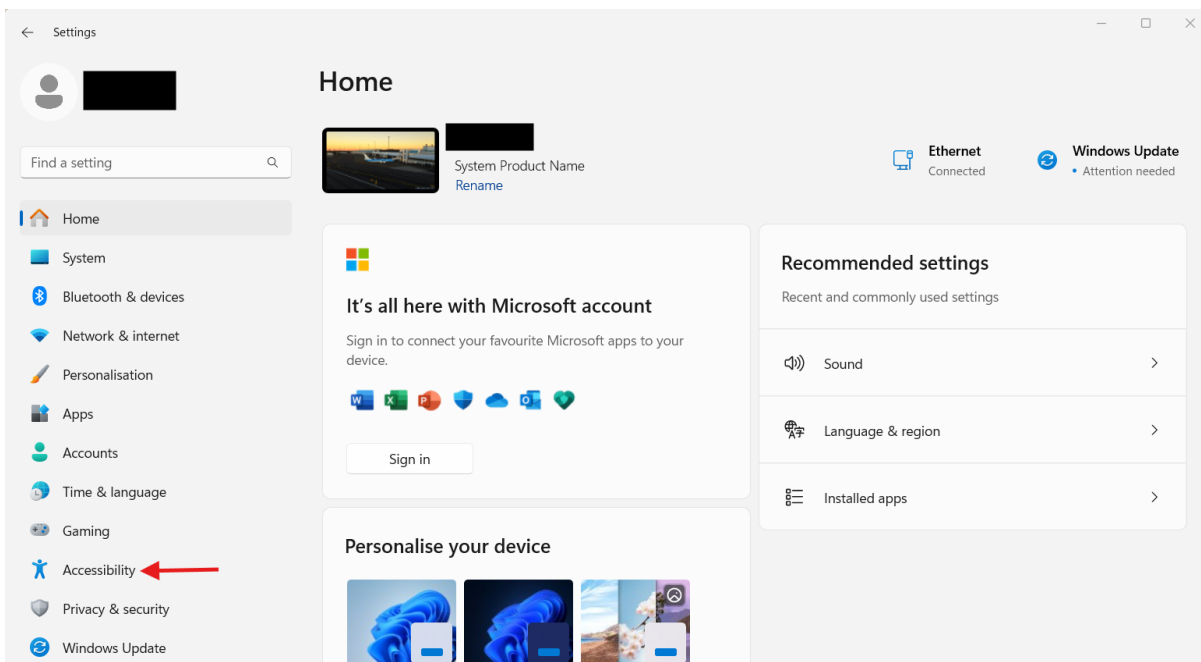
## Privacy & security > Voice activation

Choose your privacy settings for voice activation. If microphone access is turned off, these settings will be unavailable.



The screenshot shows the 'Voice activation' settings page. At the top, there is a 'Microphone' toggle set to 'On'. Below it, the 'Let apps access voice activation services' toggle is set to 'Off' and is highlighted with a red rectangular box.

13) On the left side of the window click on 'Accessibility'



The screenshot shows the Windows Settings application. On the left-hand side, the 'Accessibility' option is highlighted with a red arrow. The main area of the window displays the 'Home' page, which includes a search bar, a list of settings categories, and several informational tiles for Microsoft account sign-in, recommended settings, and device personalization.



## 14) Click on 'Speech'

### Accessibility

#### Vision

 **Text size**  
Text size that appears throughout Windows and your apps >

 **Visual effects**  
Scroll bars, transparency, animations, notification timeout >

 **Mouse pointer and touch**  
Mouse pointer colour, size >

 **Text cursor**  
Appearance and thickness, text cursor indicator >

 **Magnifier**  
Magnifier reading, zoom increment >

 **Colour filters**  
Colour-blindness filters, greyscale, inverted >

 **Contrast themes**  
Colour themes for low vision, light sensitivity >

 **Narrator**  
Voice, verbosity, keyboard, braille >

#### Hearing

 **Audio**  
Mono audio, audio notifications >

 **Hearing devices**  
Pre-sets, environment sound control, audio routing >

 **Captions**  
Styles, live captions >

#### Interaction

 **Speech**  
Voice access, voice typing >

 **Keyboard**  
Sticky, Filter, and Toggle keys, on-screen keyboard >

15) Set 'Voice access' to "Off" if it isn't so already

## Accessibility > Speech

Use your voice to type and control your device.



### Voice access

Modern voice command feature to help you interact with your PC and dictate text

Off  ^

Press the Windows logo key  + Ctrl + S to turn voice access on or off

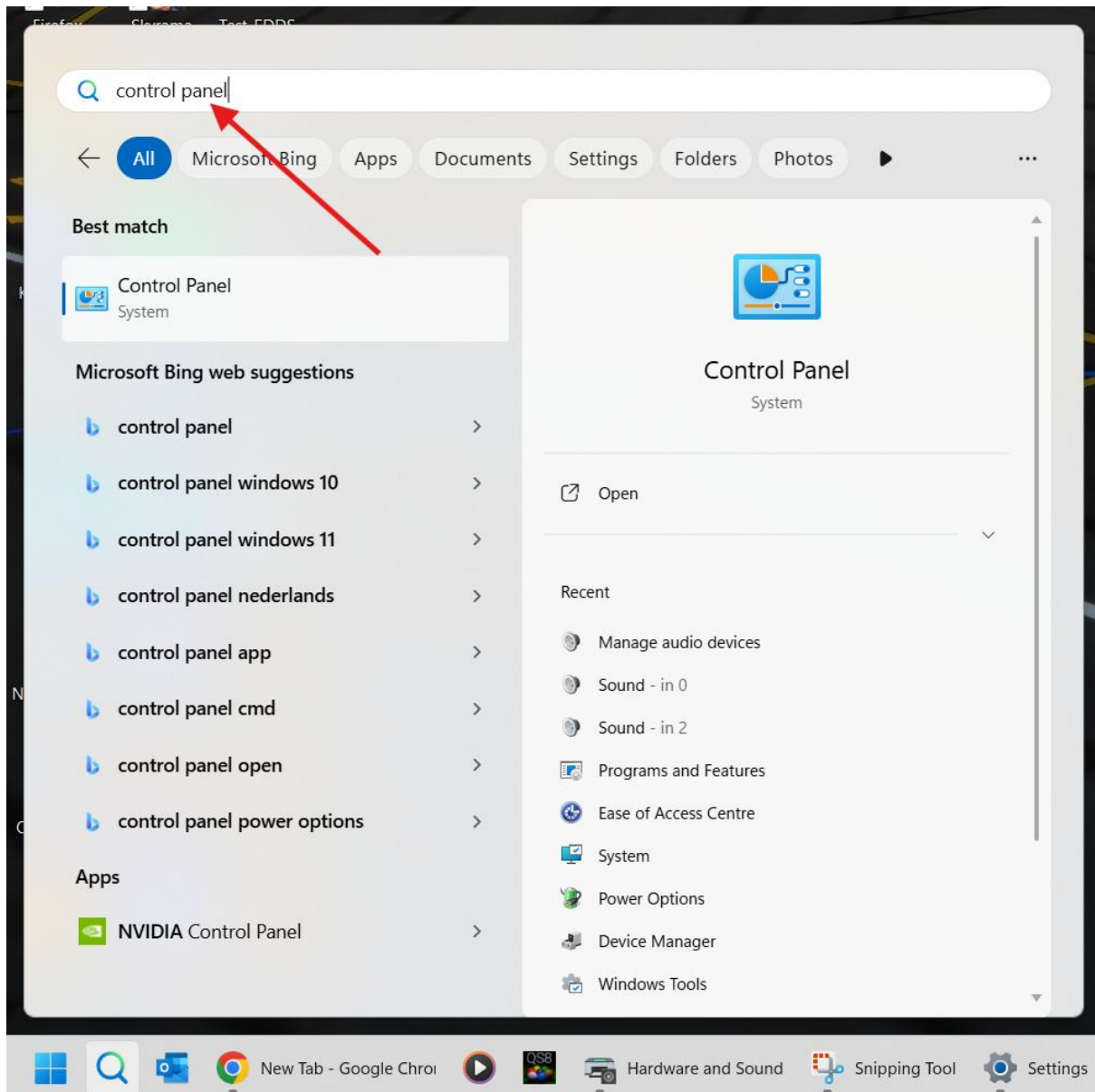
Start voice access before you sign in to your PC

Start voice access after you sign in to your PC

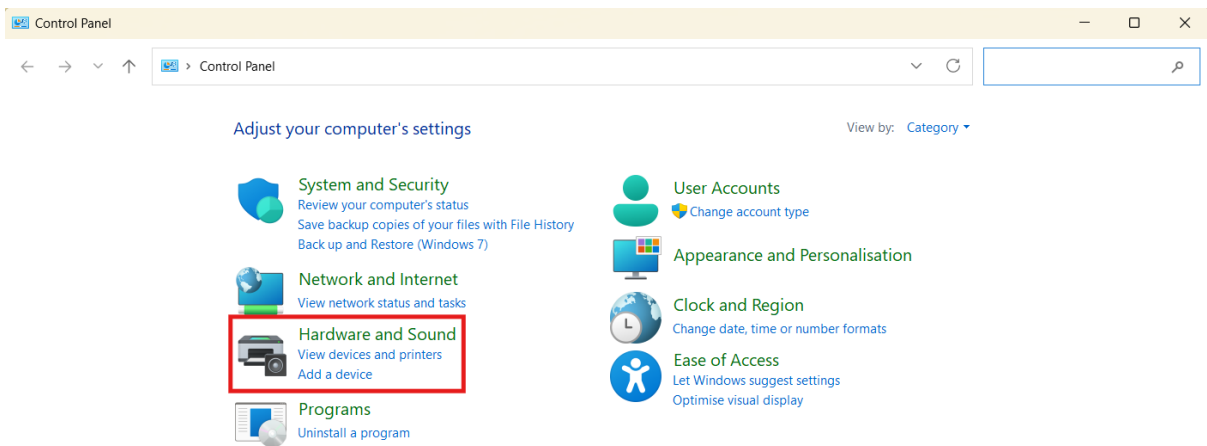
16) Press the search icon that is to the right of the windows button

17) Type the following into the search field: control panel

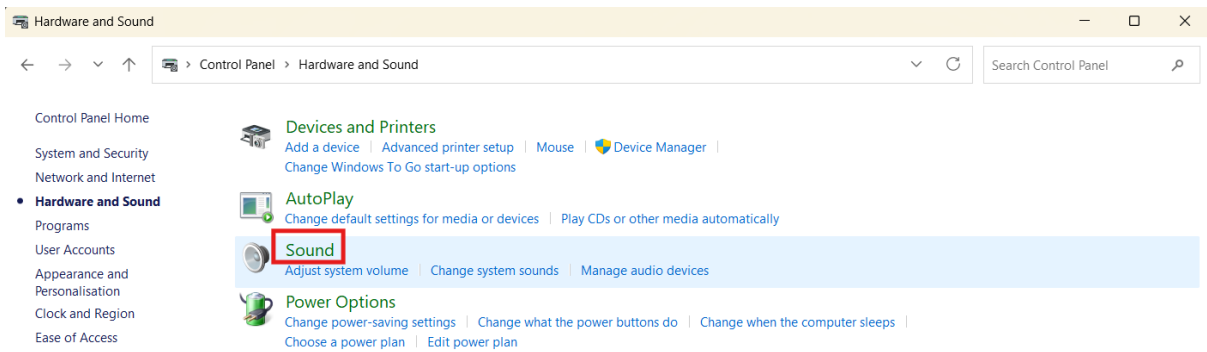
18) Press ENTER to open the control panel



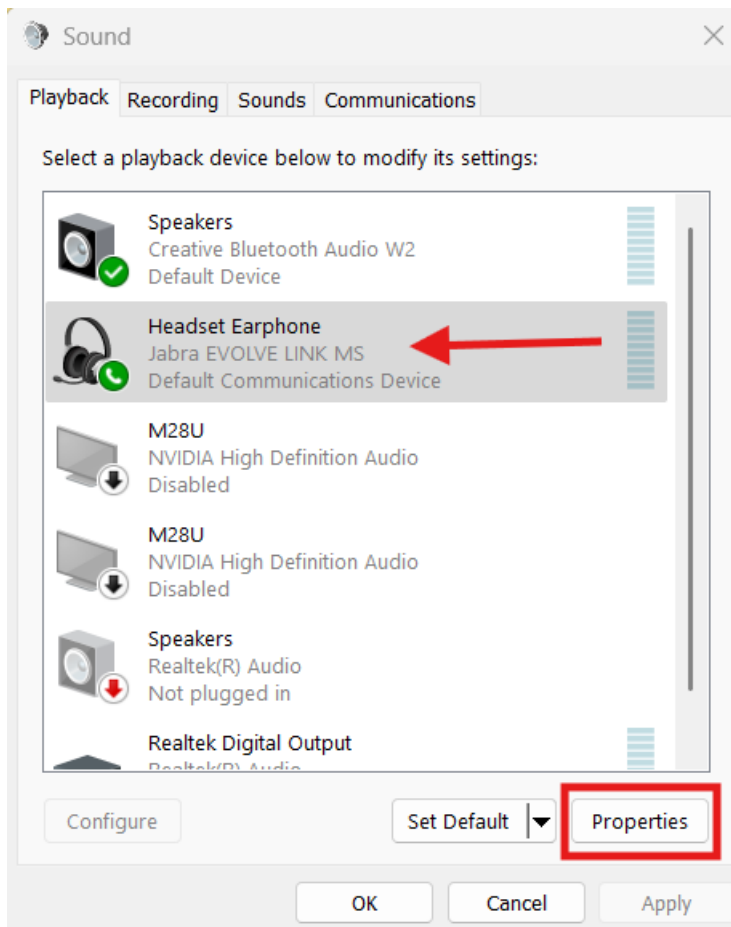
## 19) Click on 'Hardware and Sound'



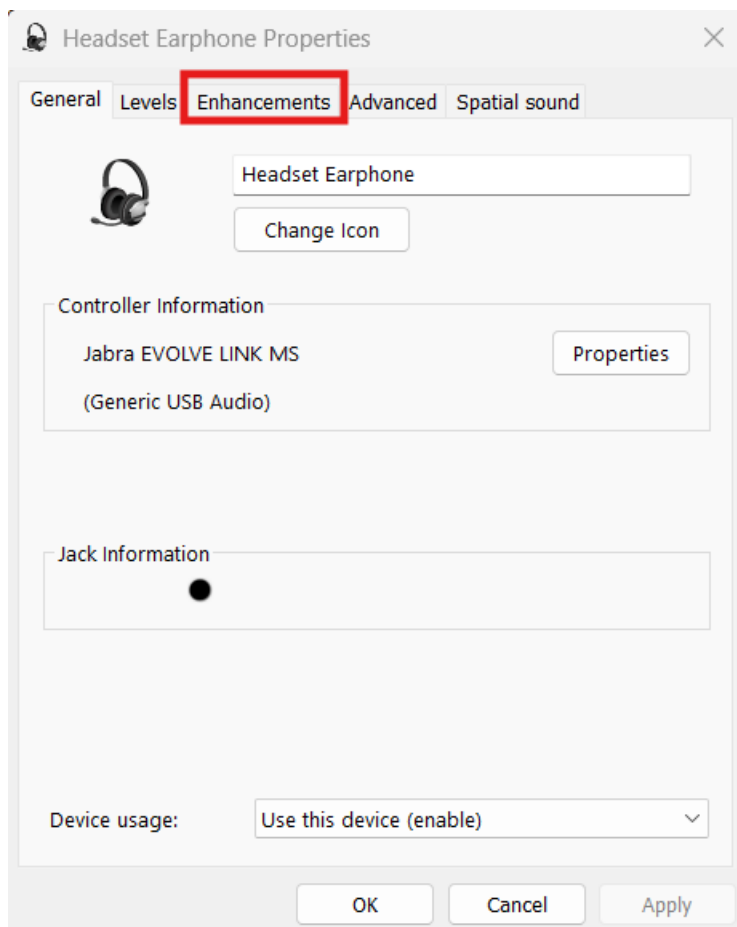
## 20) Click on 'Sound'



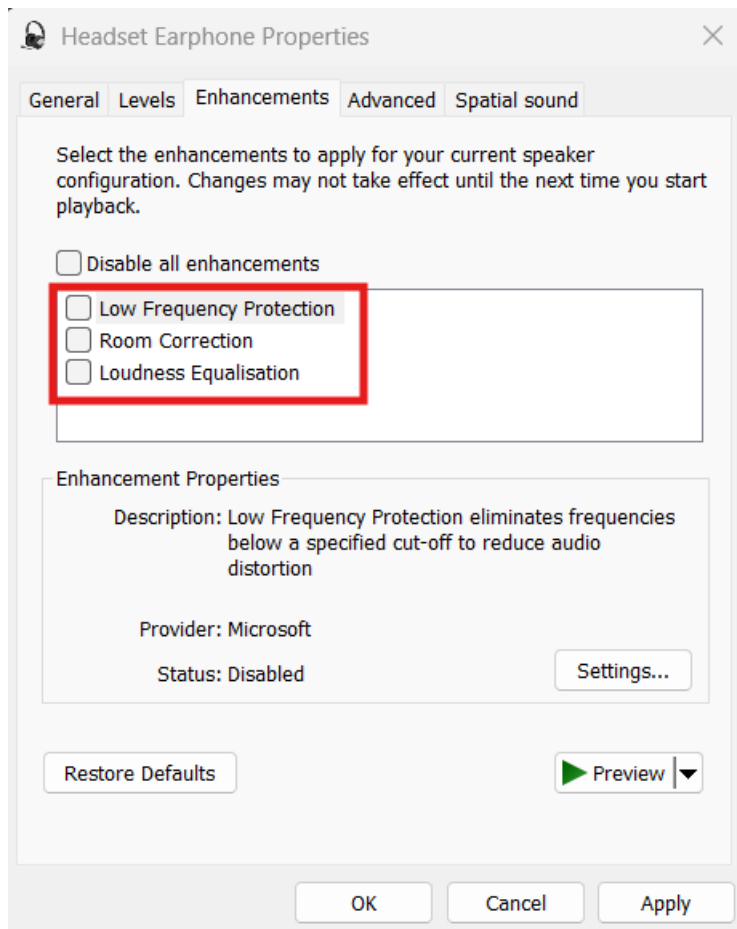
21) Select the microphone you want to use and then click on button 'Properties'



22) Select tab 'Enhancements'



23) Make sure all listed enhancements are unchecked or tick box 'Disable all enhancements' to turn them off at once



24) Click button 'Apply' to save the changes made (only if anything has been changed)