OKIOLABS M100

Microphone
Quick Start Guide

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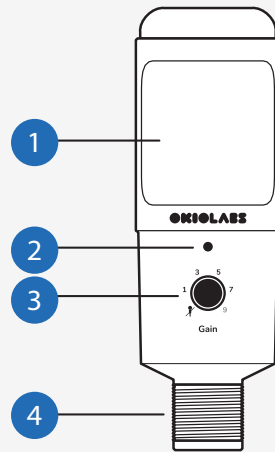
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Introduction

- We greatly appreciate you putting your trust in us at OKIOLABS! This quick start guide will walk you through the steps to properly set up your OKIOLABS M100, and how to use your OKIOLABS M100 with third-party apps.

- For more information about the OKIOLABS M10, please visit: **www.okiolabs.com/support/M100**

- Be sure to follow us on all of our social media.

  - **Twitter**
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The OKIOLABS Team
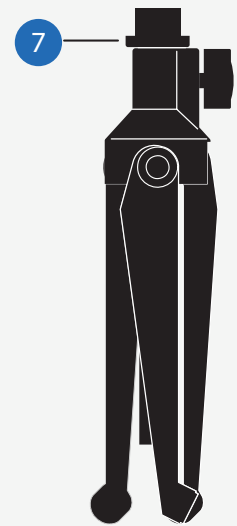
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Overview

Microphone

Microphone Swivel

1 Microphone
2 LED Indicator
   The LED light will turn on as soon as you plug it into your device meaning it is ready to start recording.
3 Volume Knob
   The OKIOLABS M100 comes equipped with a volume control knob that allows you to adjust and mute the gain.
4 Socket
5 Microphone Socket
6 Tripod Socket
7 Adjustable Extender

8.2ft/2.5m Cable

Standard ¼" Tripod Thread

- The OKIOLABS M100 is a cardioid directional microphone that is designed to isolate only the audio coming from the front of the microphone while simultaneously reducing unwanted noise coming from the sides of and behind the microphone.
- The OKIOLABS M100 is a condenser microphone which makes it more suitable for capturing sounds from vocals due to its high sensitivity and guarantees crisp, clear, and detailed sound quality.
- The OKIOLABS M100 is a plug-and-play microphone meaning you do not have to download or install any external drivers in order to use the microphone.
- Attached to the OKIOLABS M100 is a volume control knob in order to adjust the gain to your desired level so that the audio quality is perfect. Gain is the input of the recording.

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Choosing Audio Source

- **Windows:**
  - Start Menu
  - Control Panel
  - Hardware and Sound
  - Sound
  - Select Recording Tab
  - USB PnP Sound Device

- **macOS System:**
  - System Preferences
  - Sound Icon
  - Select Input tab
  - USB PnP Sound Device

- **Chromebook:**
  - Your Chromebook should automatically detect the OKIOLABS M100 and select it as the input microphone.
  - If it doesn't, simply click the panel in the lower right corner.
  - Click the **Audio settings** arrow that is to the right of volume.
  - Select the **USB PnP Sound Device** for Input.

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M100 + Third-Party Software

- **Google Meet**
  - Click the **More Options** icon at the bottom of the screen.
  - Settings
  - Audio
  - Select **USB PnP Sound Device** from the **Microphone** dropdown menu.

- **Microsoft Teams**
  - Click the **More Actions** icon at the bottom of the screen.
  - Show device settings
  - Select **USB PnP Sound Device** from the **Microphone** dropdown menu.

- **Skype**
  - Click the **More** icon at the bottom right corner of the screen.
  - Audio and video settings
  - Select **USB PnP Sound Device** from the dropdown **Microphone** menu.

- **Zoom**
  - In the bottom left corner click **the arrow** next to Mute.
  - Select the **USB PnP Sound Device** from the list of available microphones.

- **Slack**
  - In the top left corner select **Settings**.
  - Select **USB PnP Sound Device** from the **Microphone** dropdown menu.

Questions, Comments, Concerns

Once again, thank you for choosing OKIOLABS. We love to hear from our customers, so don't hesitate to reach out and leave us feedback on our product!

If you need a comprehensive resource list for the OKIOLABS M100, please visit: **www.okiolabs.com/support/M100**

If you encounter any technical problems or need additional assistance, please visit: **https://support.okiolabs.com**

To look at more of our products, services, or blog posts, please visit: **www.okiolabs.com**

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