Zoom Audio Settings for CW Academy
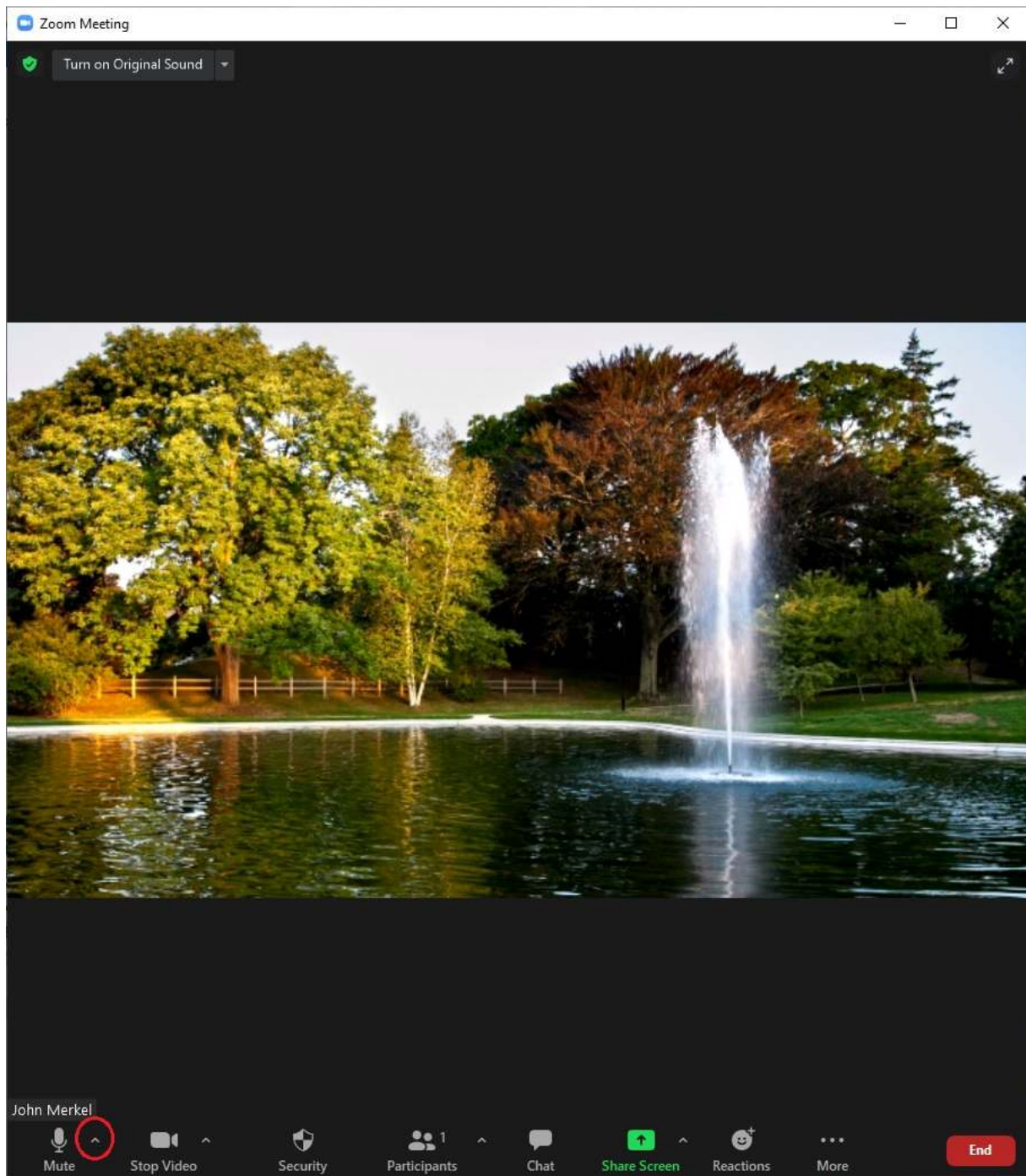

Revised: December 11, 2021

AJ1DM

John Merkel

It seems that Zoom audio settings tend to change from session to session, so get in the habit of re-checking your audio settings each time you start Zoom.
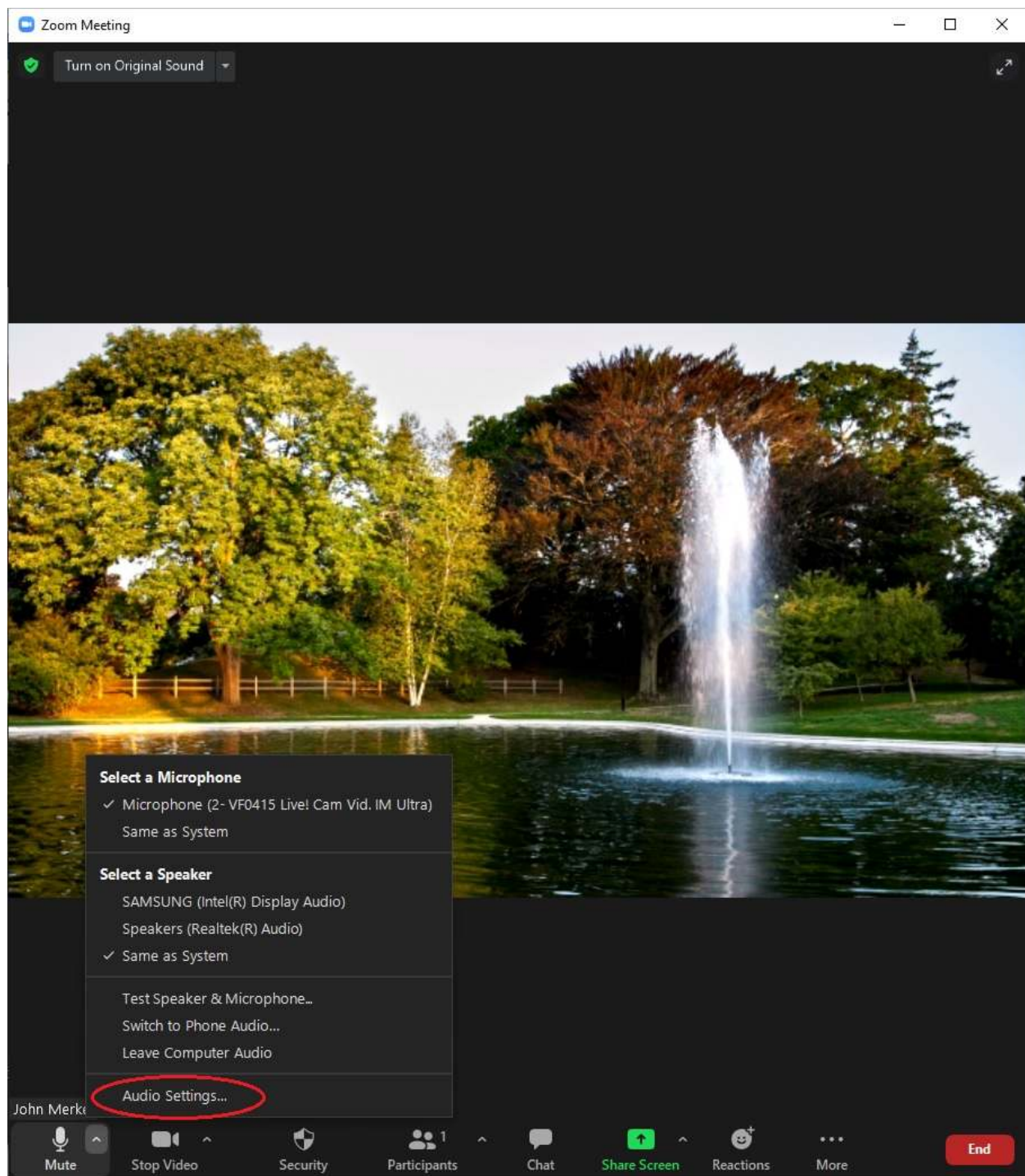
Depending on the version of the Zoom client installed on your computer, the setting process is different. These settings are for the latest client, 5.8.4. If you have an older client and can't figure out how to get to the right settings, let me know and I will send you an older document. Or you could just install 5.8.4.
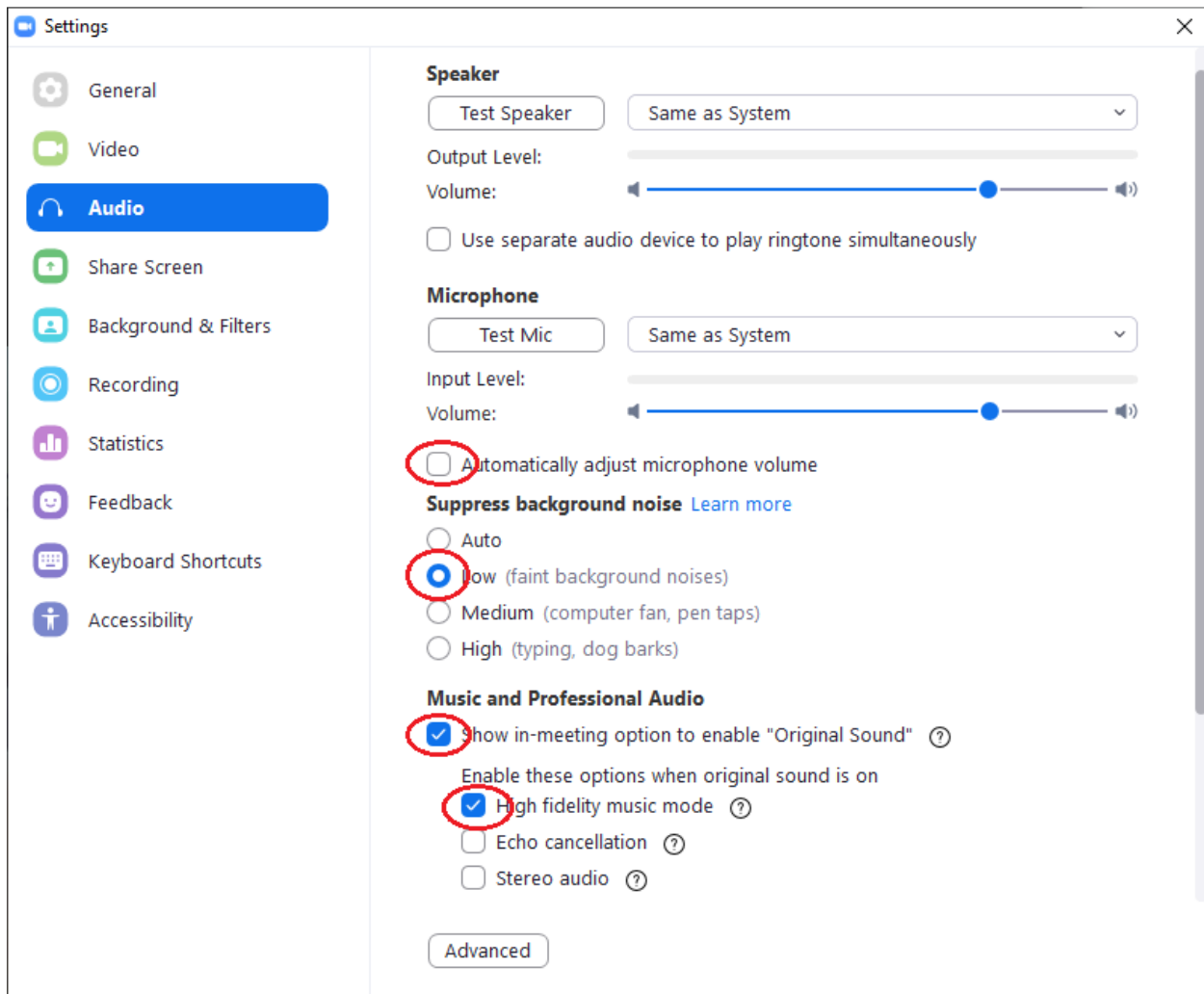
Audio settings for Zoom client 5.8.4

To navigate to your Zoom audio settings, first hover your mouse over the Zoom screen to reveal the controls along the bottom of the window. Click the up-arrow next to the Mute button:

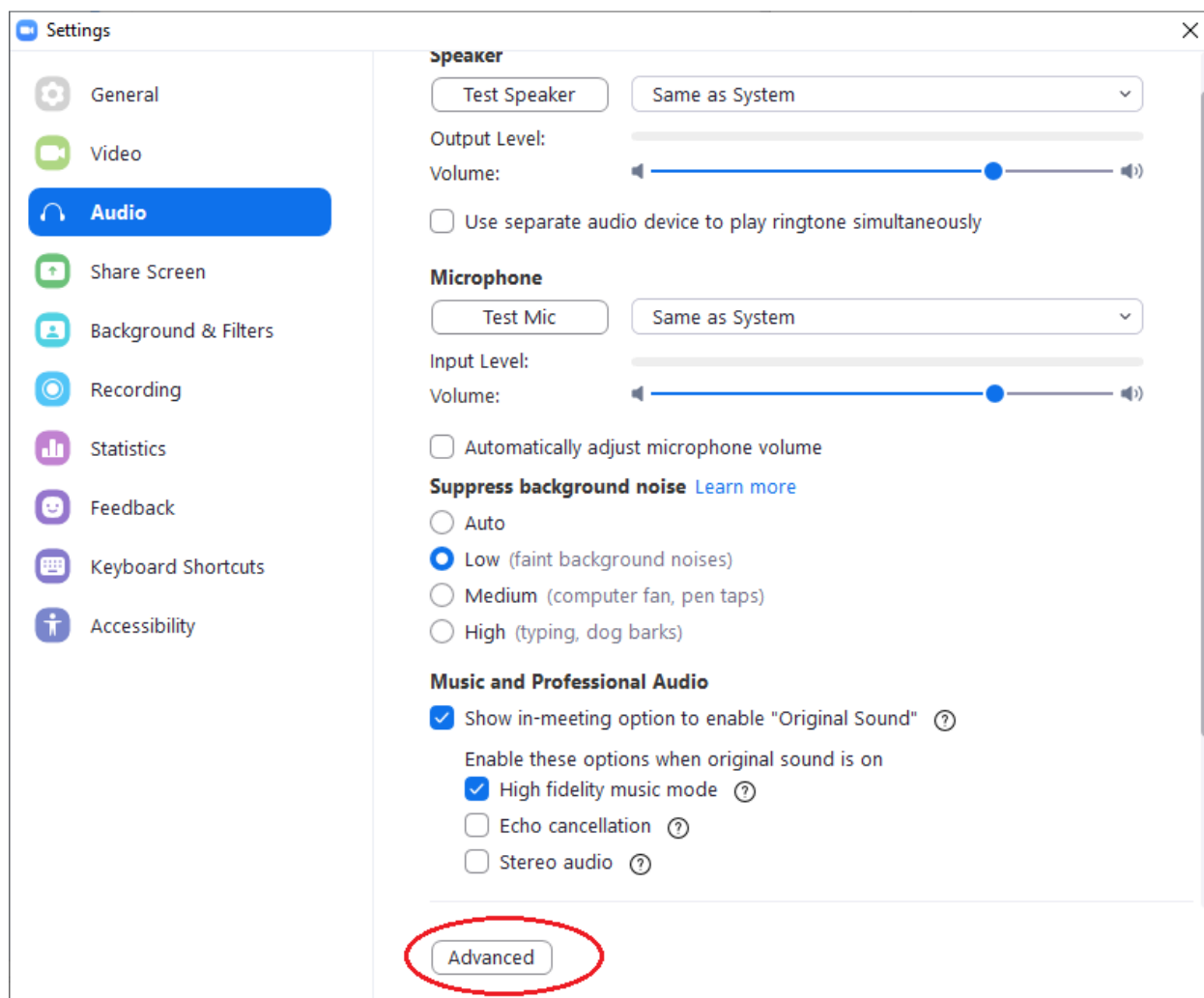From the menu that brings up, select Audio Settings:
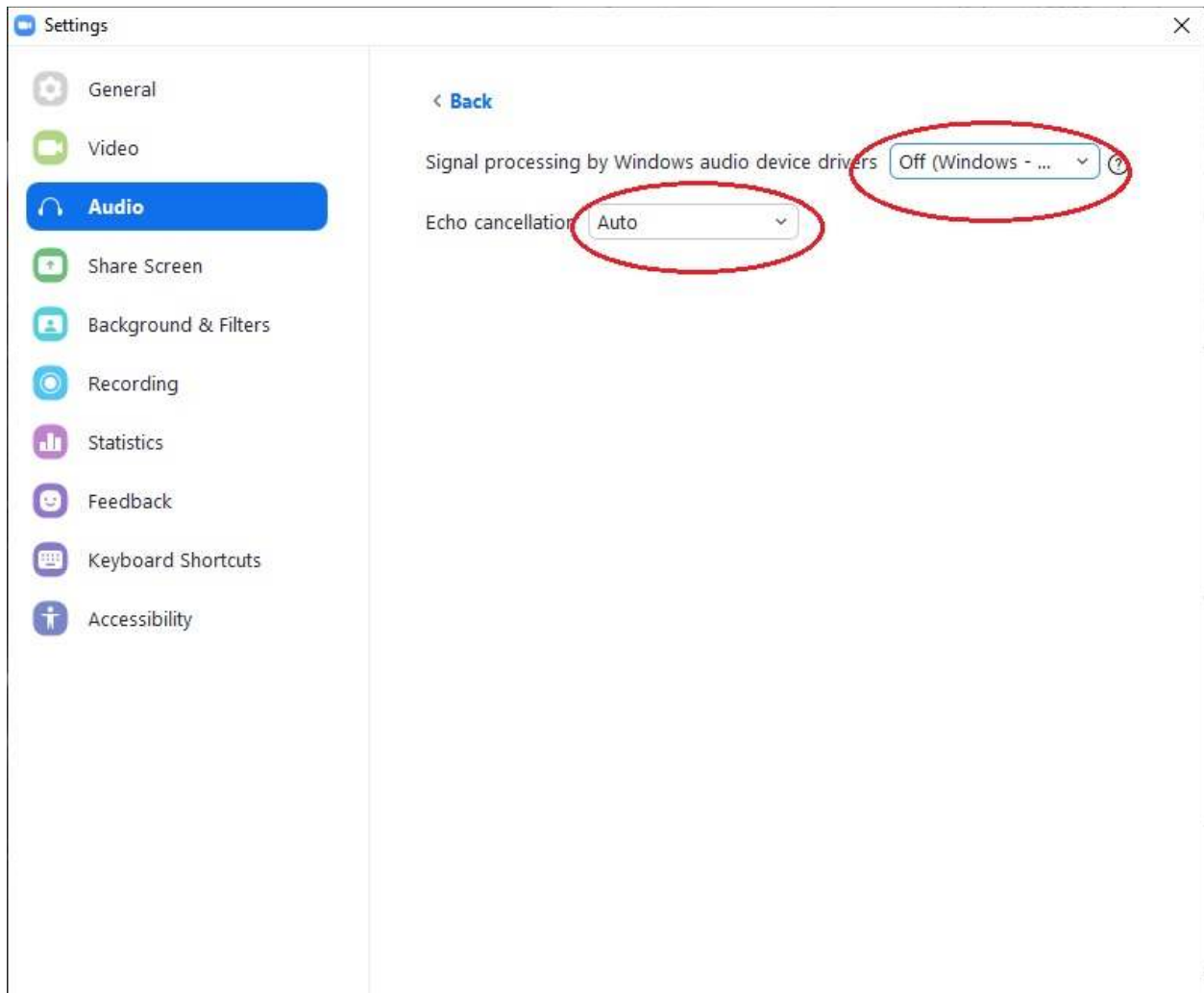
This will bring up the Audio Settings screen:

Confirm that:

- "Automatically adjust microphone volume" is <u>unchecked</u>, as shown above. If it is checked, uncheck it. This is roughly equivalent to the ALC control on your radio. It doesn't play well with cw audio.
- "Low" is selected for "Suppress background noise".
- "Show in-meeting option to enable 'Original Sound'" is <u>checked</u>.
- "High fidelity music mode" is <u>checked</u>.
- "Stereo audio" is <u>unchecked</u>.

Next click the "Advanced" settings button.

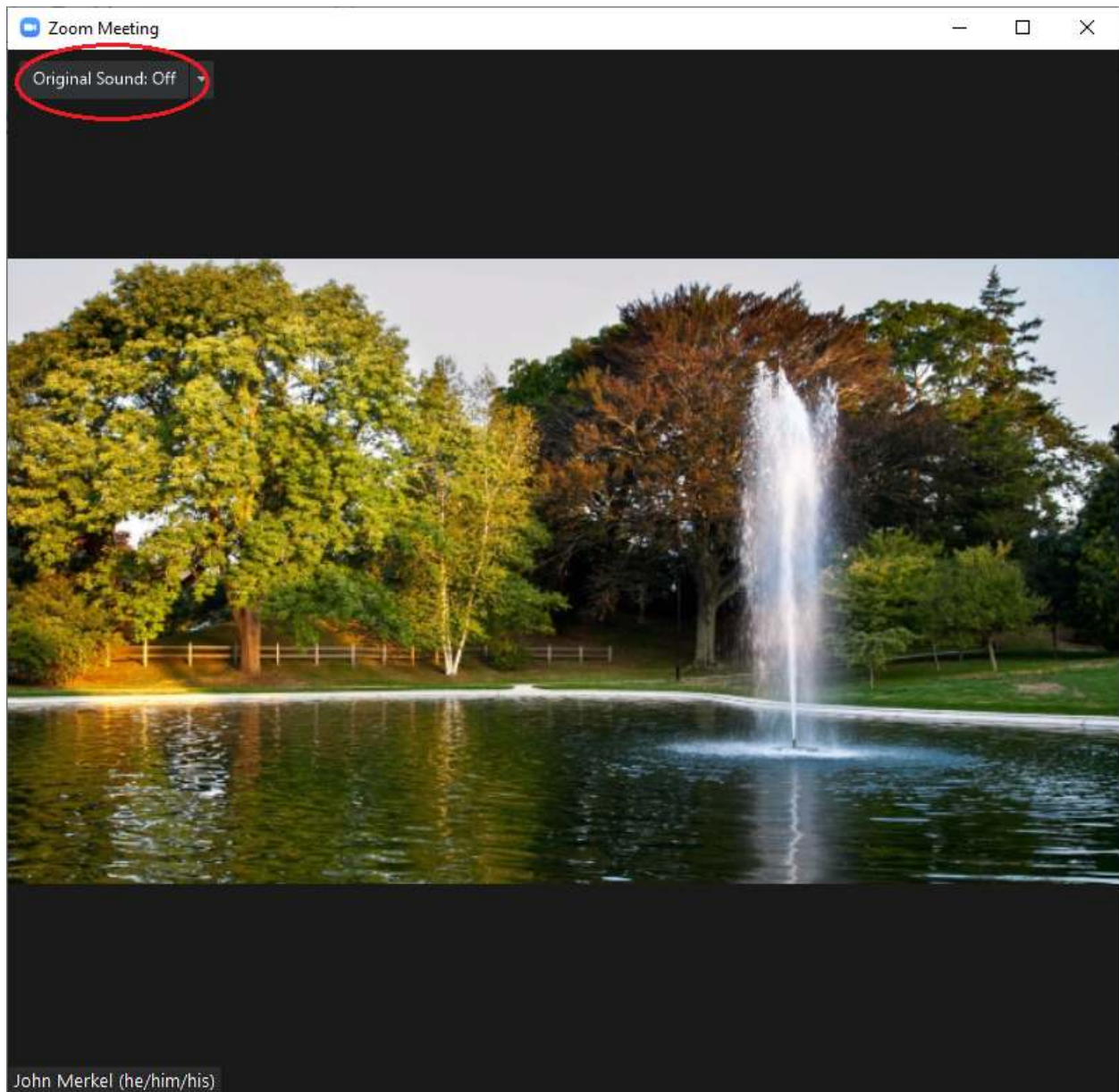That will bring up the advanced audio settings screen:

Confirm that:

- "Signal processing by Windows audio device drivers" is set to "Off (Windows – raw)"
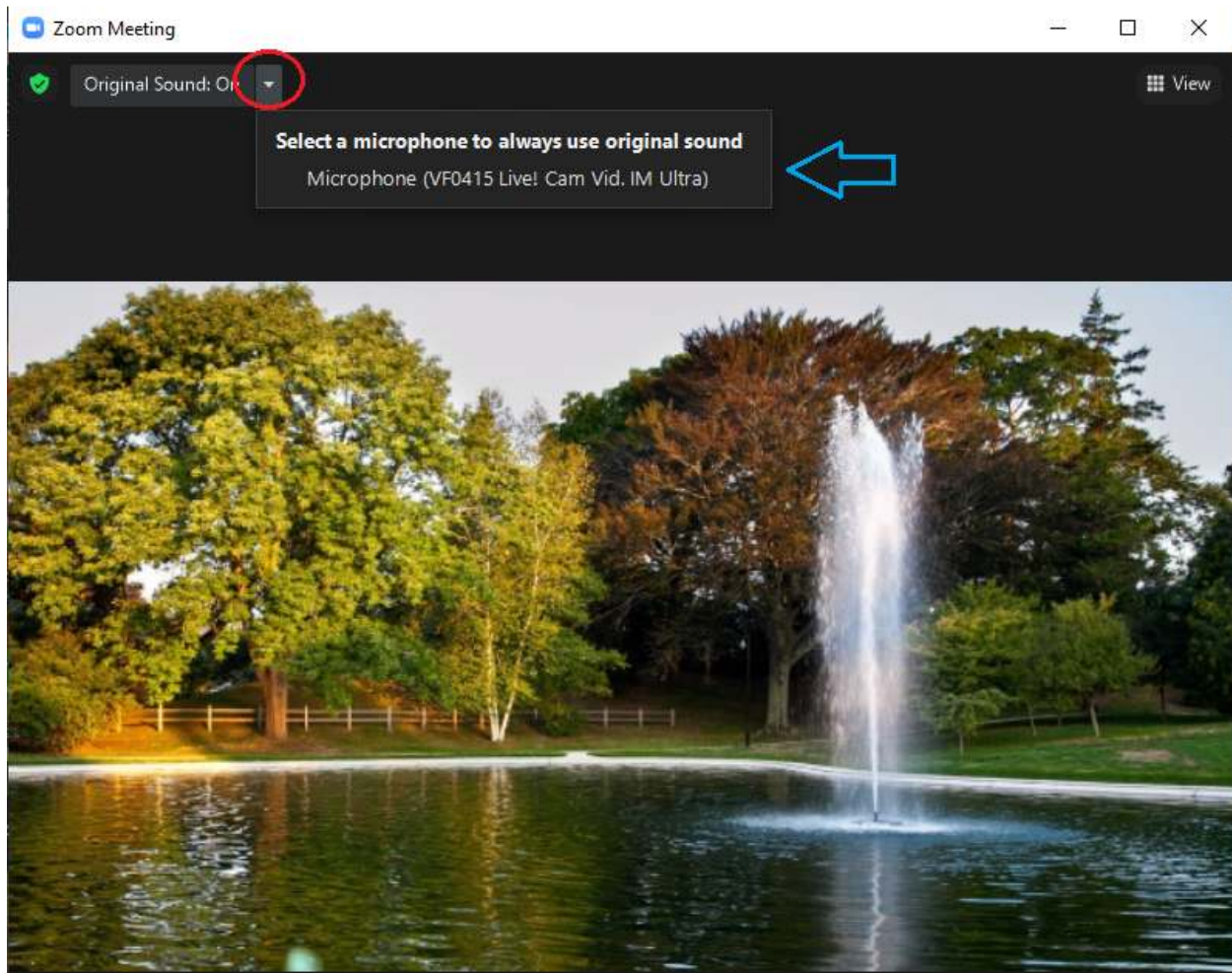- "Echo cancellation: is set to "Auto" (typically the default setting).

Close the audio settings screen to return to the main Zoom window and look for the gray rectangle at the top left corner:

If you see nothing there, hover your mouse over the Zoom window. Once it appears, if it says "Original Sound: off", click the box. It should now say "Original Sound: on," in which case your audio settings are correct and complete.
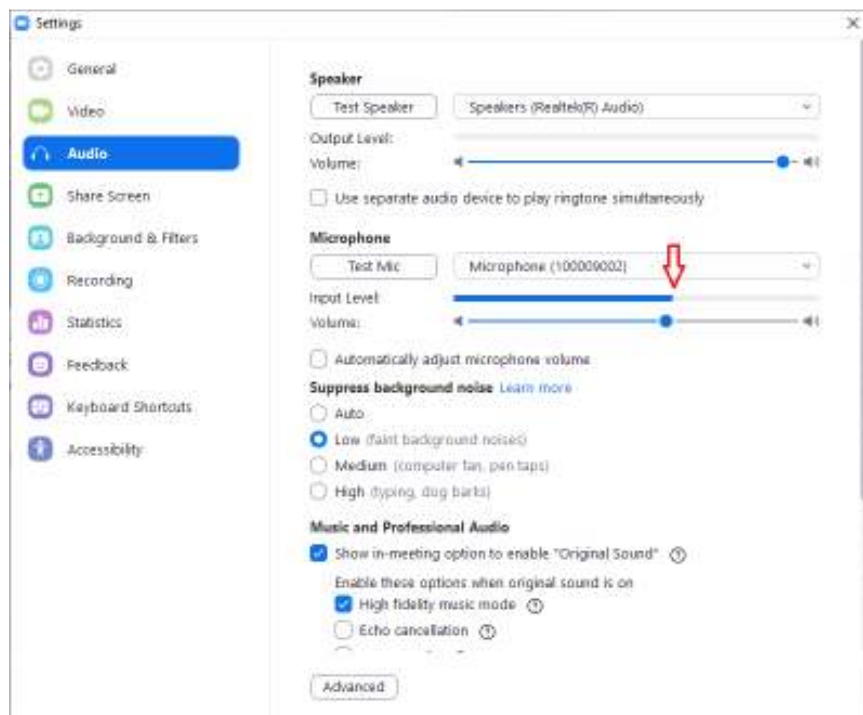
In between sessions Zoom will normally reset to "Original Sound: off." In the past that has meant that we have to click the Original Sound button everytime we start up Zoom. Zoom now has a feature to over-ride that. There is a small down-pointing triangle next to "Original Sound: Off/On." If you click that arrow Zoom gives you the option to choose a microphone that will always be configured for Original Sound On:

If you make that selection you will never have to turn on your original sound.

The caveat is that you may not want Original Sound on for Zoom meetings other than CW Academy – that defeats some of Zoom's features resulting in less satisfying audio for conversation. So depending on your Zoom usage you may choose not to make your Original Sound permanently On. However if you go that way, please remember to turn it on at the beginning of each class session.

Now check your levels. Open up Audio Settings again and say a few words into your mic. Your input level should be around 2/3 of the range:

Adjust your physical mic location or the zoom mic input level to get the desired audio level

Now send some cw. The input level should be about the same. If not increase the volume of your code oscillator or rig sidetone or adjust its physical position relative to the mic.

Finally

Remember to check all the settings each time you start up Zoom. In particular Zoom resets Original Sound to "off" if you haven't made the adjustment described above so definitely turn it on for our sessions.