

Technical instructions for the second round of interviews (online)

To ensure that your audition goes as smoothly as possible, follow the following steps:
Equipment you will need:

- A computer/laptop with a webcam (built-in or external).
- A stable internet connection, it is strongly recommended to connect the computer to the
 - router with a cable (CAT5). Wi-Fi also works, but this often provides lower quality (hick-ups in the signal).
- An audio interface and a microphone. Optionally a USB microphone*.
- A microphone stand.
- Cables to connect all devices (XLR cables for the microphone, USB cable for the interface).
- A good pair of headphones

Setting up the camera and microphone:

- Set up the camera so that the committee can see you clearly while you play your instrument (the frame should be well adapted to what you play, the lighting should not be too dark or too bright).

- Position the microphone** so that you can catch the sound of the room you are playing in.

- In Microsoft Teams, check that the levels are not too loud (your department coordinator will do a small sound check with you before your audition starts).

*If you use a USB microphone, you don't need an audio interface. USB microphones work by connecting them directly to the computer/laptop.

**A room microphone works best for these situations ('Condensor Microphone' is what you are looking for, a microphone with higher sensitivity to pick up the sound of the entire room, not just yours and your instrument).

Make sure you can still be heard loud enough so that your accompanist (or band for jazz) doesn't drown you out. Schedule enough time before your audition to get everything ready and do the necessary sound checks in case anything needs adjusting.

Microsoft Teams device settings:

- Check if you need a driver for your interface or USB microphone.
- Connect your interface to your computer and make sure the settings on Microsoft Teams do not use your computer/laptop's internal microphone.
- Make a test call (in the device settings) to test these audio settings.

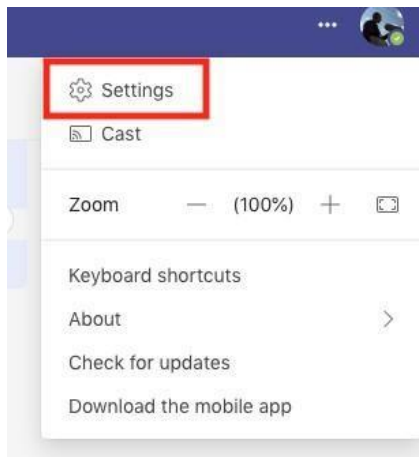
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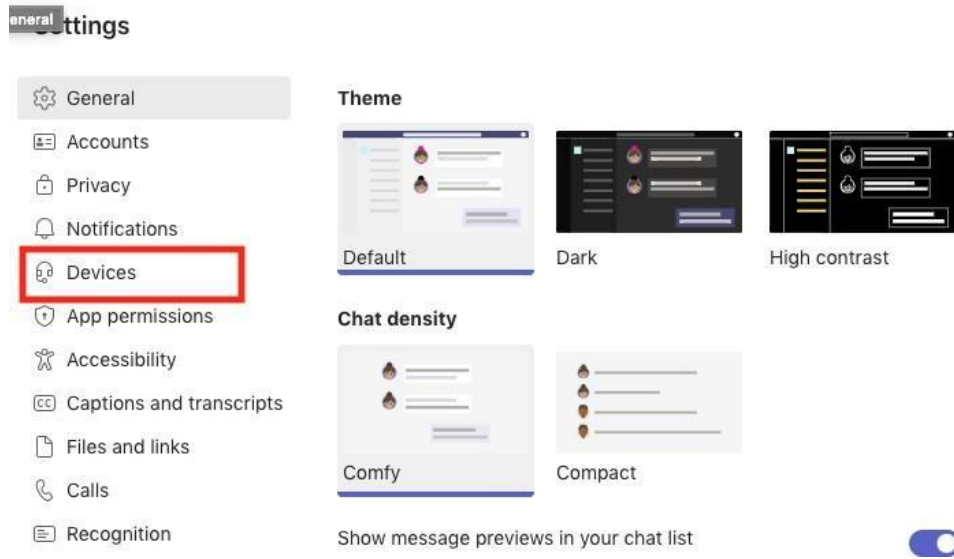
How do you set the ideal audio settings in Microsoft Teams?

1) Go to the Settings tab by clicking on the 3 dots to the left of your profile picture.1)

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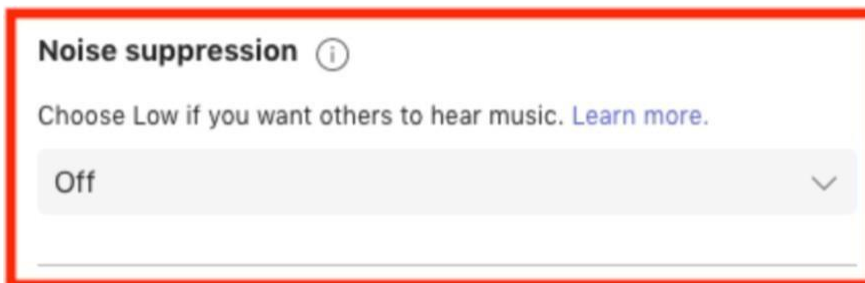
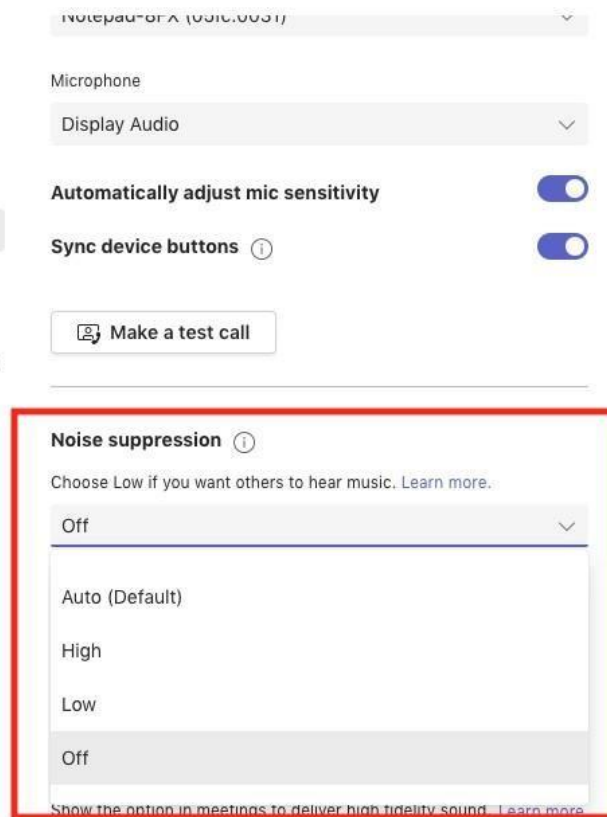
1) Click on "Devices"



2) Open the drop-down menu under 'Noise Suppression' and make sure it is disabled.

Settings

- General
- Accounts
- Privacy
- Notifications
- Devices**
- App permissions
- Accessibility
- Captions and transcripts
- Files and links
- Calls
- Recognition



Under the 'Devices' Settings tab, you should also check that the microphone you are using is actually selected as the input source for your sound. For example, if it says 'Display Audio' or 'Internal Microphone', the interface is not correctly installed or connected. If you choose 'Customized Setup' as the first selection in the 'Devices' menu, you can use drop-down menus to choose which is your speaker and which is your microphone. Speaker is the headset you are using and microphone is the name of the interface you are using.

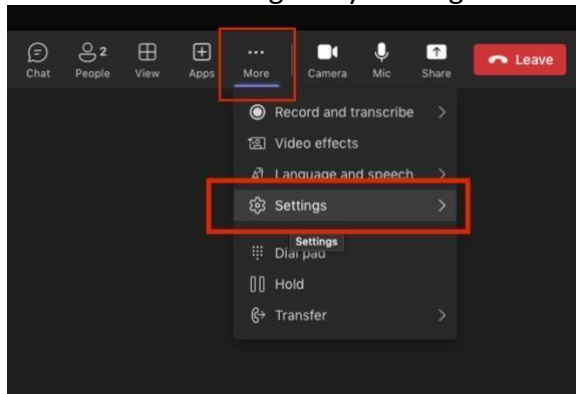
Making a test call

Making a test call to test all your equipment can be a great way to make sure everything works as it should.

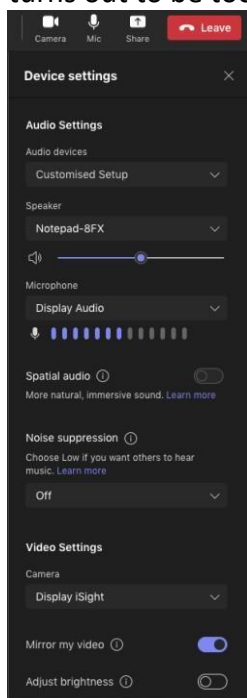
Again, under the 'Devices' menu, you'll find the 'Make a test call' button.

Once you click you will be taken to a 'mock' call, where you can see all your audio settings for the call.

You can find these again by clicking on the three dots (More) in the call menu:



After you get to the Settings menu, choose 'Device Settings' again. Here you can check again whether the input and output are the right ones, and adjust your microphone output if it turns out to be too loud. The Device Settings menu looks like this:



Here is an overview of what your setup would ideally look like:

Headphones

