

Technical Instructions for the Second Round Interviews (Online)

To set yourself up for an audition that goes as smoothly as possible, please make sure to follow these steps:

Equipment that you will need:

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

Set up the camera and the microphone

- Set up the camera in such a way that the committee can see you well while you play your instrument (the frame should be well adjusted according to what you play, the lighting should not be too dark or too bright).
- Place the microphone** so you can pick up the sound from the room you are playing in.
- Check that in Microsoft Teams the levels are not too loud (the coordinator of your department will make a small soundcheck with you before your audition starts).

*If using a USB microphone, you do not need an audio interface. USB Microphones work by just plugging them into the computer / laptop directly.

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

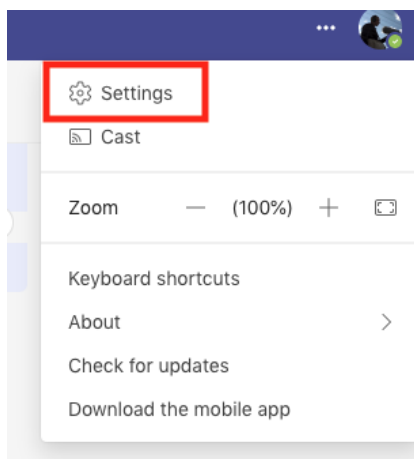
Make sure that you are still heard loudly enough, so that your accompanist (or band for jazz) does not overpower you. Plan enough time before your audition to set everything up and do the necessary soundchecks, in case anything has to be adjusted.

Microsoft Teams device settings:

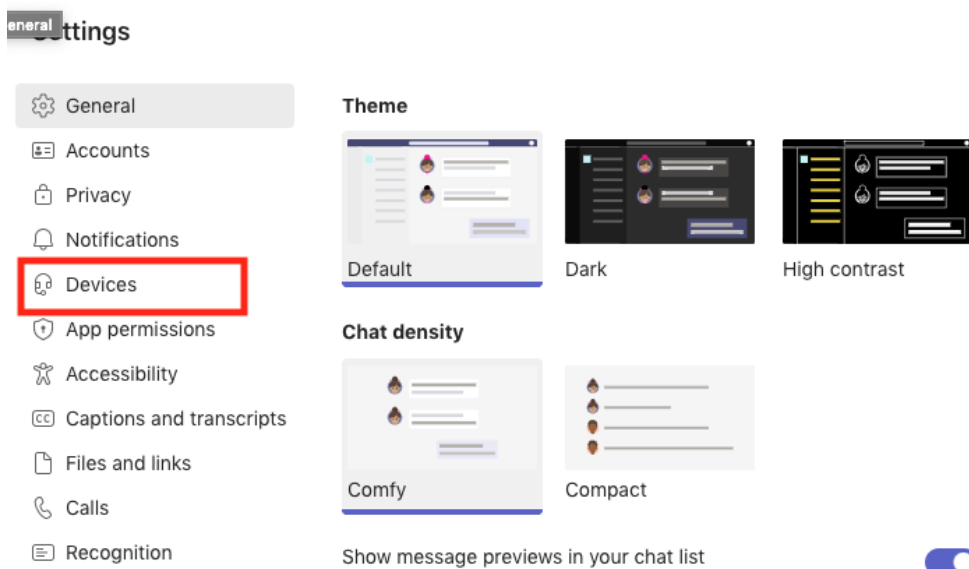
- Check if you need a driver according to your interface or USB microphone.
- Plug in your interface into your computer and make sure that the settings on Microsoft Teams are not using the internal microphone of your computer / laptop.
- Make a test call (in the devices setting) to test these audio settings.

How to set up the ideal Audio settings in Microsoft Teams:

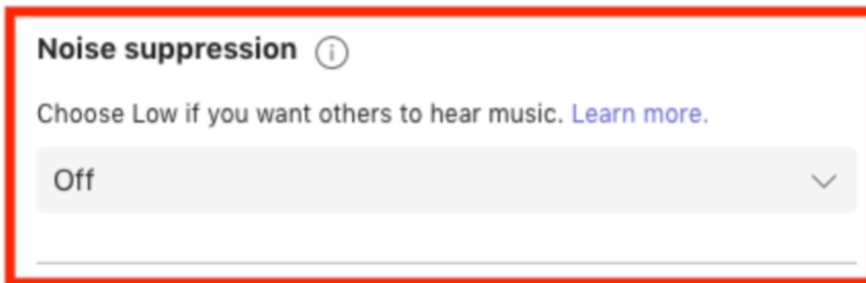
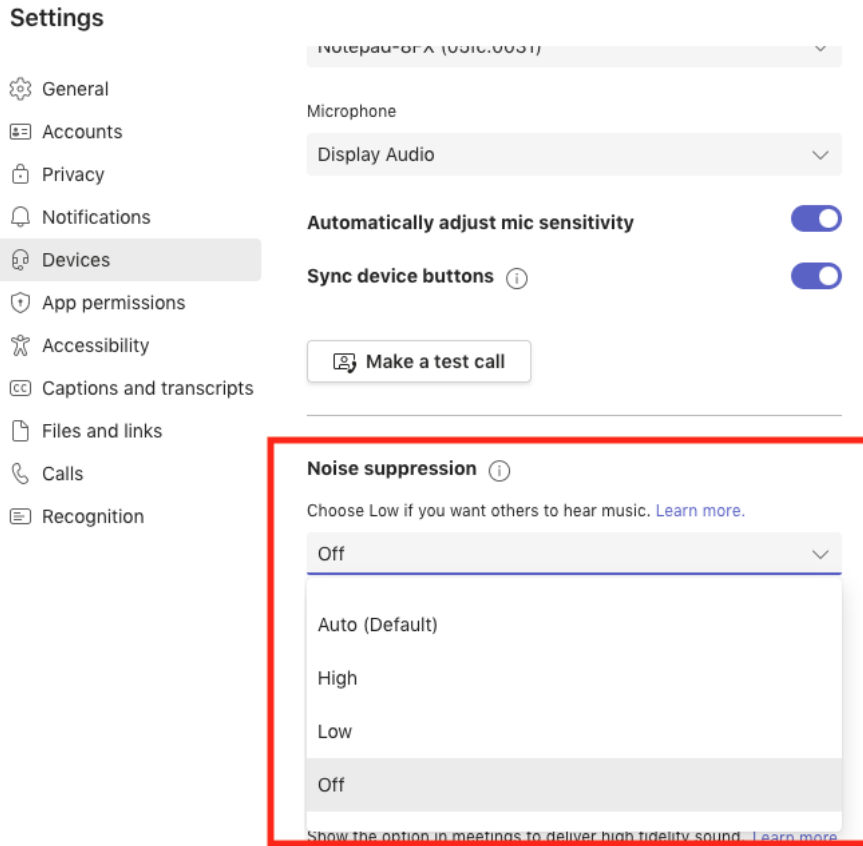
- 1) Go to the Settings Tab by clicking the 3 dots left of your profile picture.



- 2) Click on the tab “Devices”



3) Open the drop-down menu under “Noise Suppression” and make sure that this is **turned OFF**



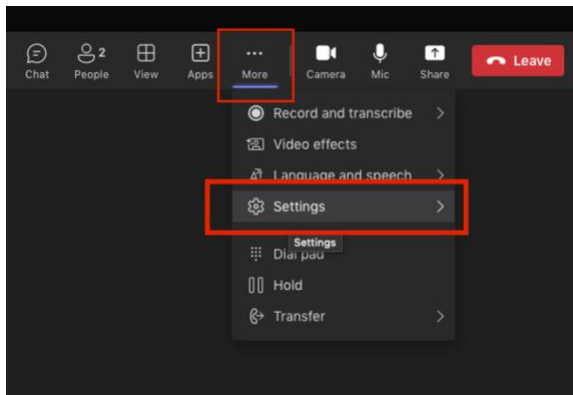
Under the Settings Tab “Devices” you should also check of the microphone you’re using is actually selected as the input source for your sound. If it says “Display Audio” or “Internal Microphone” for example, the interface is not correctly installed or plugged in. If you choose “Customized Setup” as the first selection in the “Devices” menu, you can choose with drop-down menus what your speaker and your microphone is. The speaker should be the headphones you’re using, and the Microphone should be the name of the Interface you’re using.

Making a Test Call

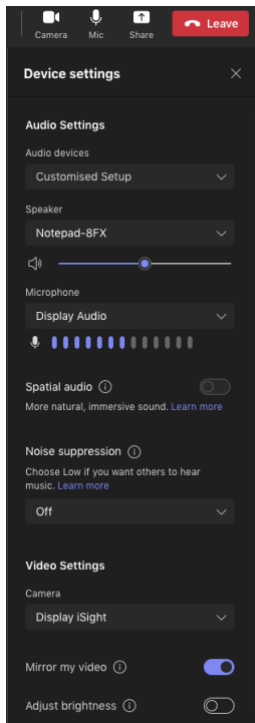
Making a test call to test out all your equipment can be a great way to make sure everything is working as it is supposed to.

Again, under the “Devices” menu, you can find the button “Make a test call”. As soon as you click on that, you’ll be taken to a “fake” call, where you can see all your audio settings for the call.

This is again found by clicking on the three dots (More) in the call menu:



After getting to the Settings menu, choose “Device Settings” again. Here you can check again if the in- and output is the correct one, as well as adjust your microphone output if it turns out to be too loud. The device settings menu looks like this:



Here is an overview of how your set-up would ideally look:

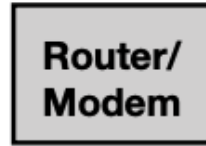
Headphones



USB



Computer



Microphone

