**Default mixer setup for getting sound from the computer**
- All the trim knobs should be set to "U"
- All the Aux knobs should be all the way to the left except Aux 2 on channel 1 (the microphone) which should be straight up and down
- All the EQ knobs (the blue knobs) should be set straight up and down
- All the pan knobs should be in the straight up and down
- All the mute buttons should be up
- All the channel volume knobs should be all the way to the left except the channels for the microphone input and computer input. You can adjust these to change the level of sound going into (in the case of the microphone) or out of the computer.
- The two circled buttons in the “Control Room” area of the mixer should be depressed

**Common changes for recording**
- When recording you might want to use headphones so the sound from the speakers is not picked up in the microphone. To do this first mute channel 11-12, sending the sound coming from the computer to the headphones, then turn the main volume all the way down so you don’t hear the microphone through the speakers.