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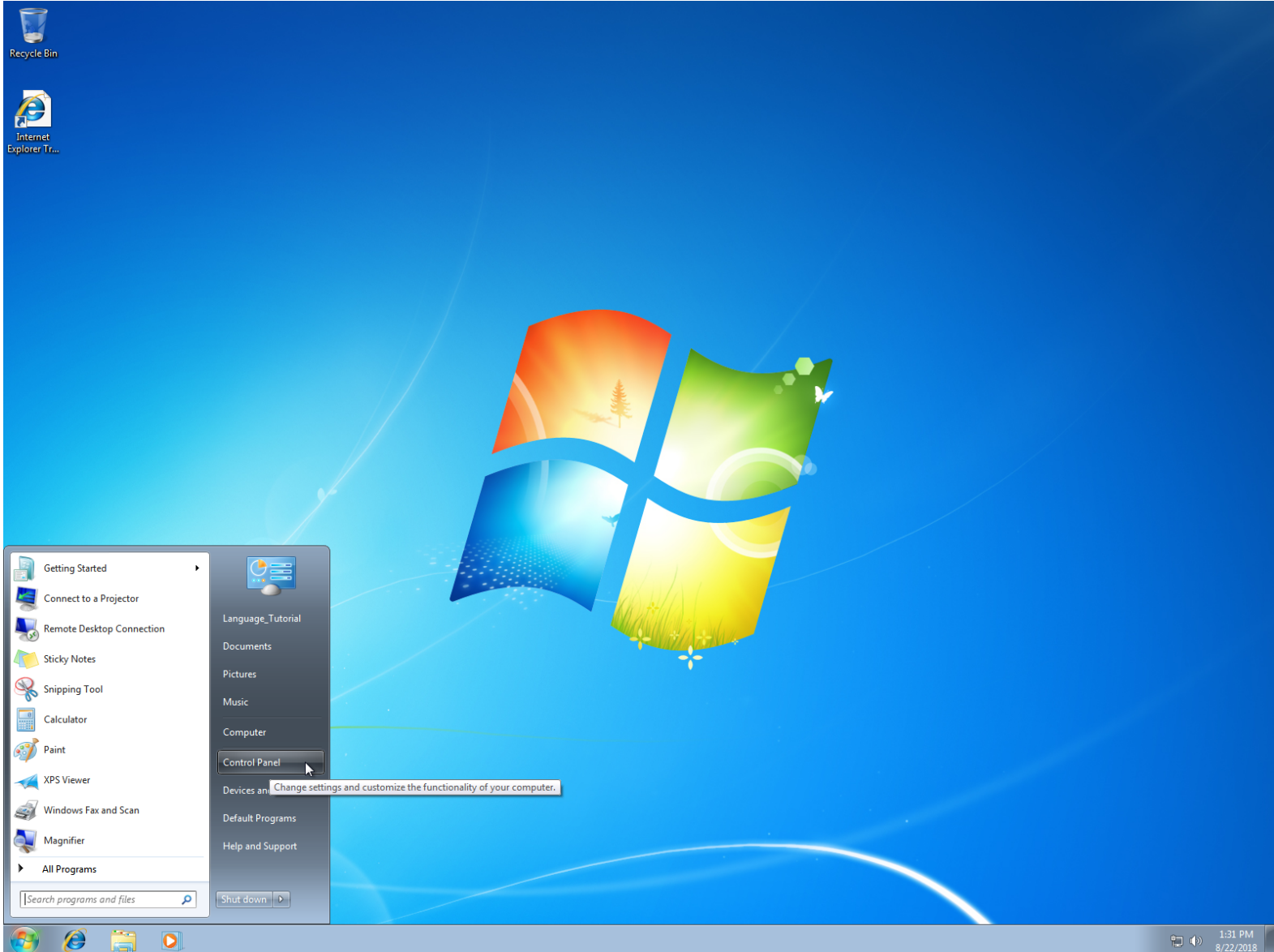
# EIESLAND B22 LAB INSTRUCTIONS FOR KEYBOARD LAYOUTS AND AUDIO INPUT/OUTPUT

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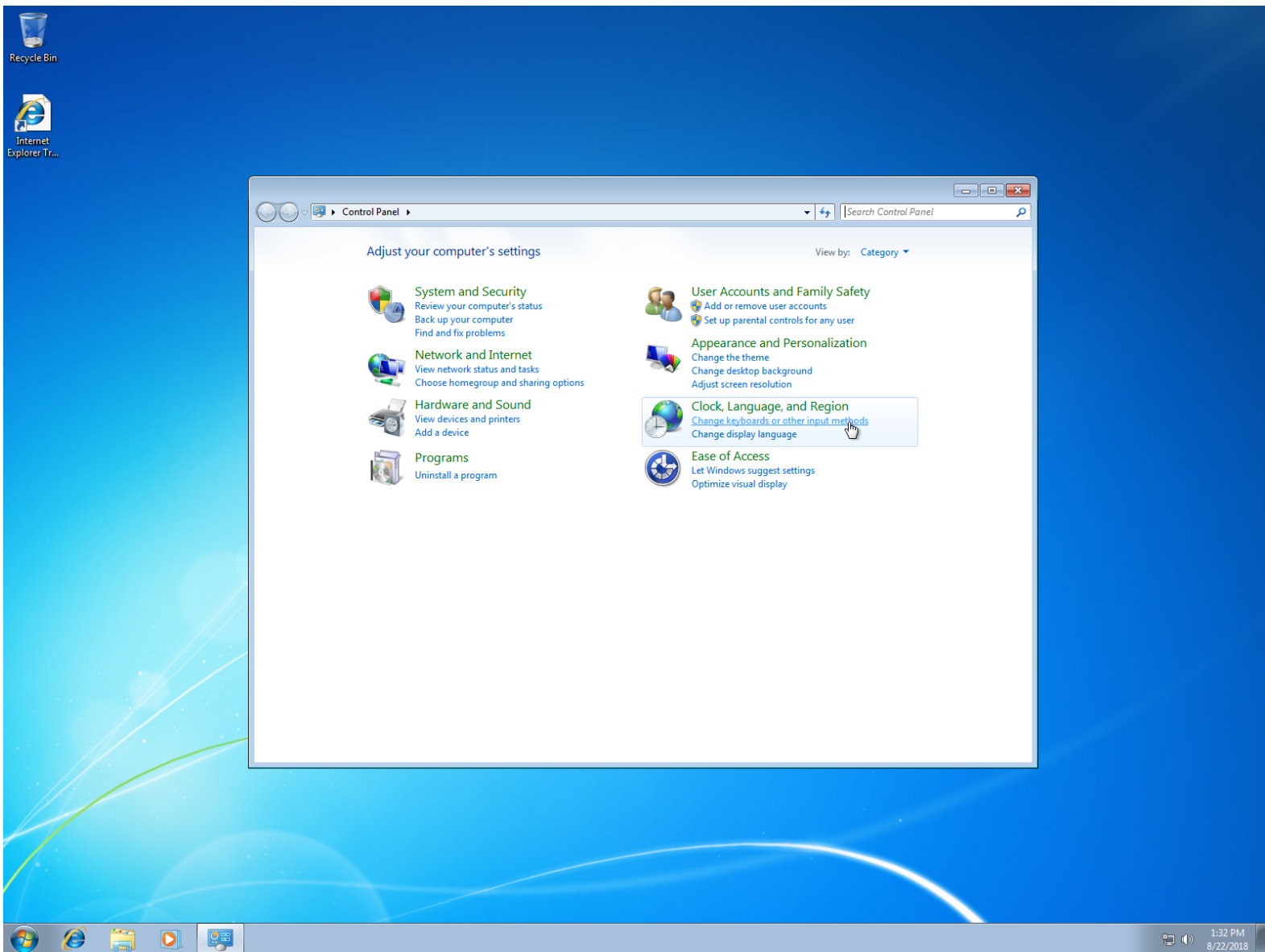
1. Log in to a computer using your WVUID credentials.
  - a. First time logins may take a little longer than usual as the user account is being created and the WVU credentials are being authenticated

## Keyboard Layouts

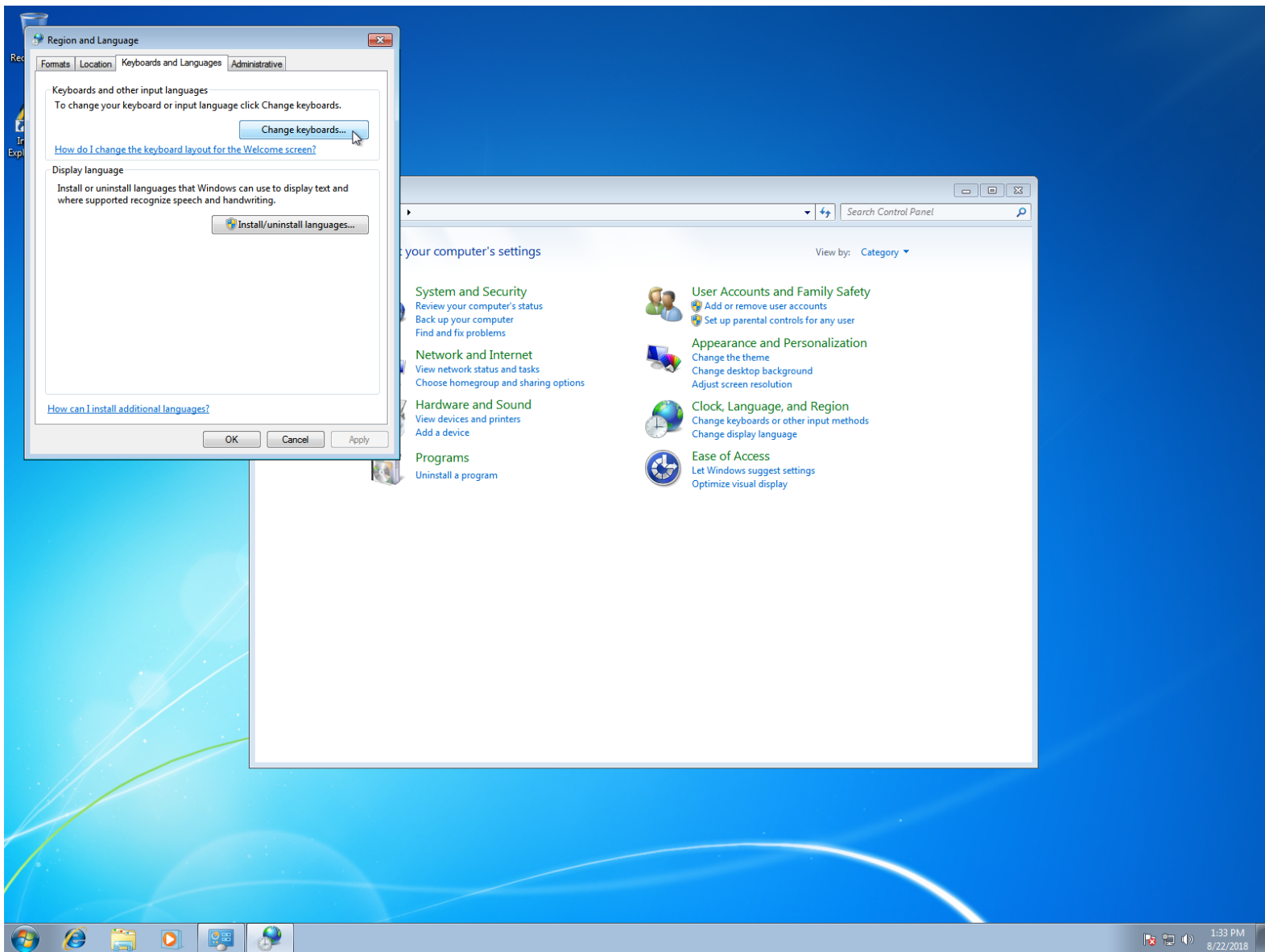
1. Click the Windows start button located in the lower left corner of the desktop and select Control Panel from the popup menu.



2. From the Control Panel window select “Change keyboards or other input methods” under the Clock, Language, and Region section.

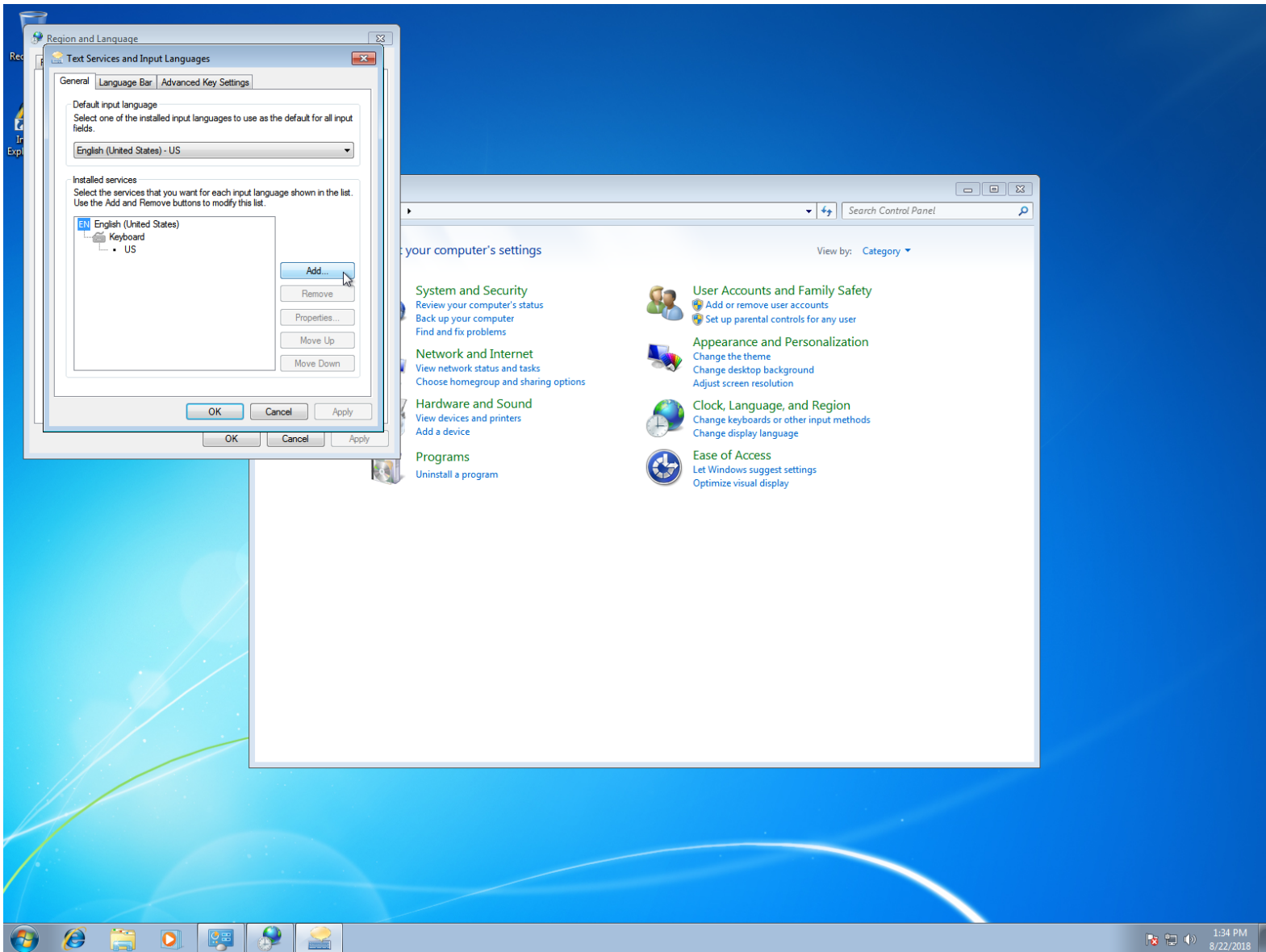


3. In the popup windows select “Keyboards and Languages” from the top row and “Change keyboards” from the Keyboards and other input languages section.

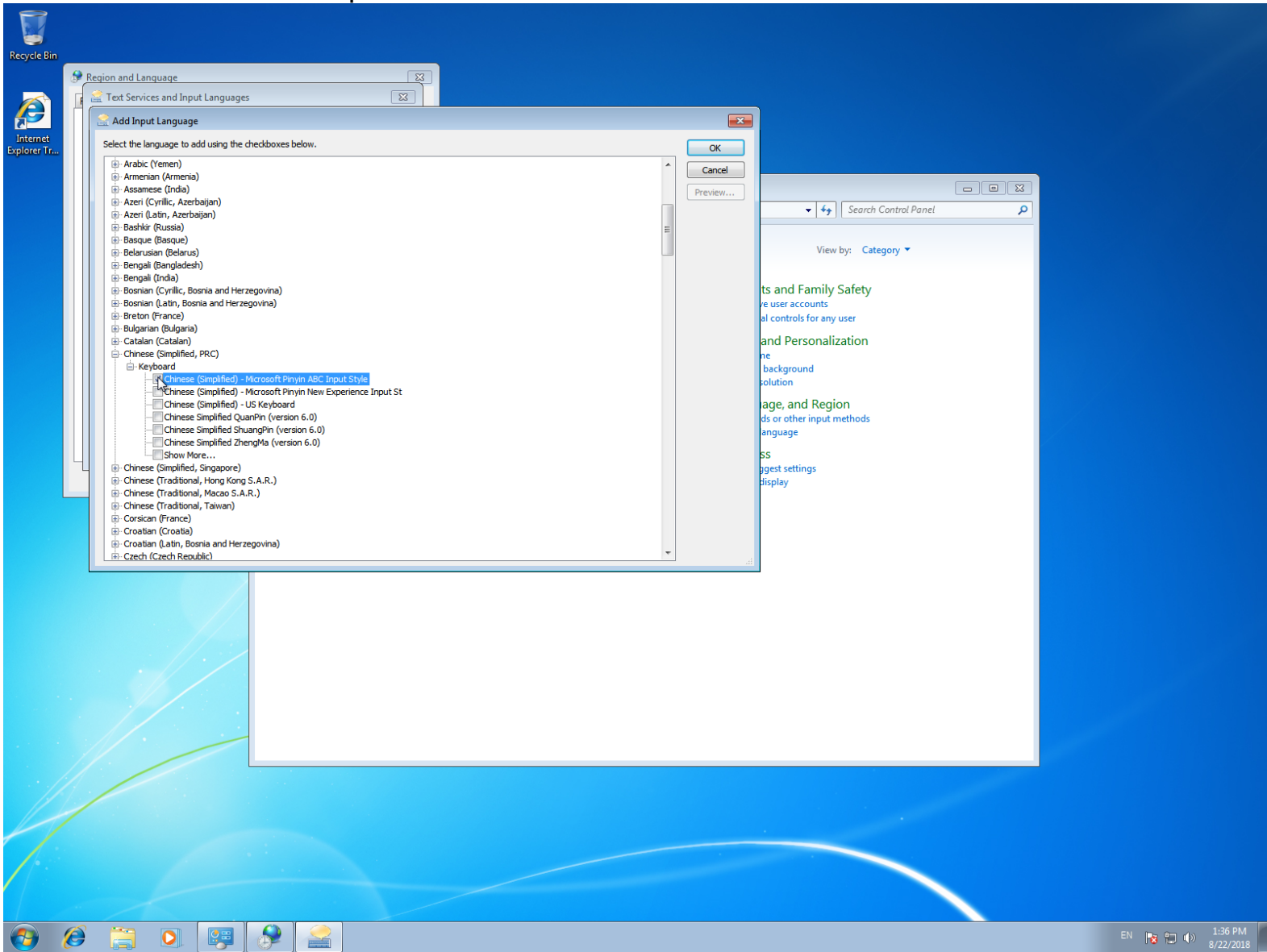




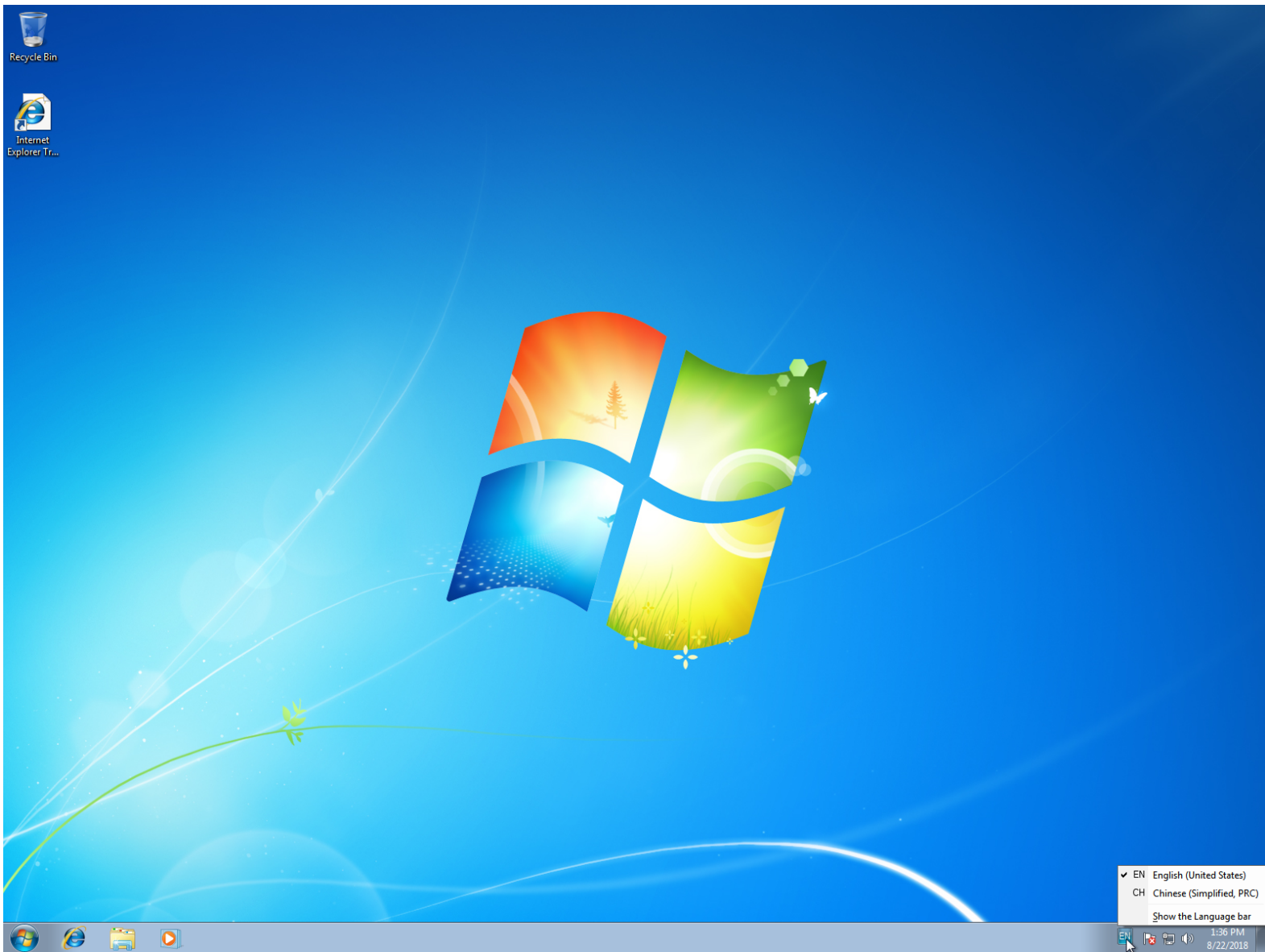
4. From the new popup window select “Add” on the right hand side of the window.



- From the new popup window scroll down the list of languages to find Chinese, expand the selection and expand the keyboard section. Click the box to the left of “Chinese(Simplified) – Microsoft Pinyin ABC Input Style”. Select OK on this window and then select OK for all windows open.

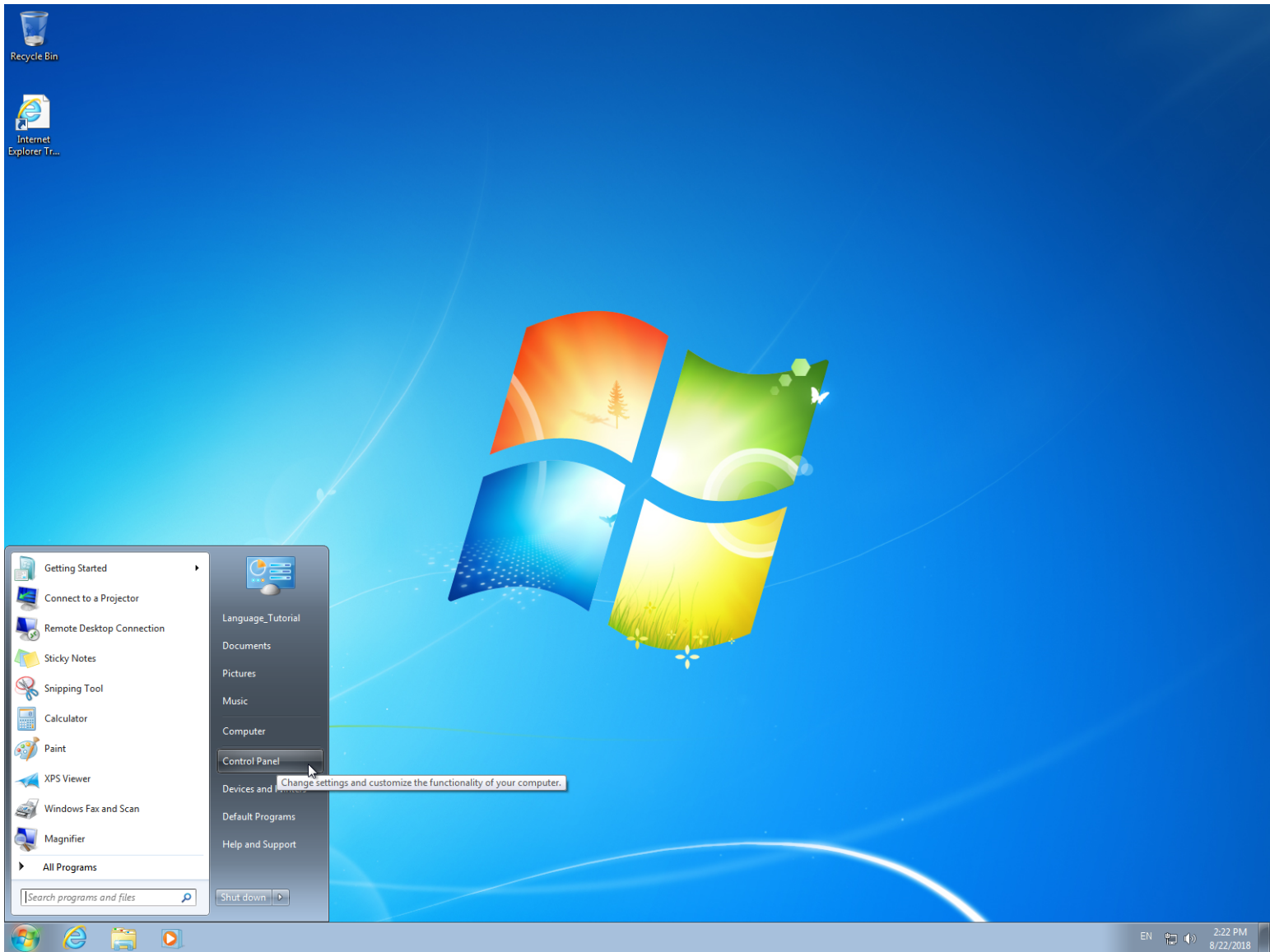


6. To select the keyboard language currently in use click on the “EN” letters in the lower left hand corner of the desktop. From the popup that will display select the language you wish to use.



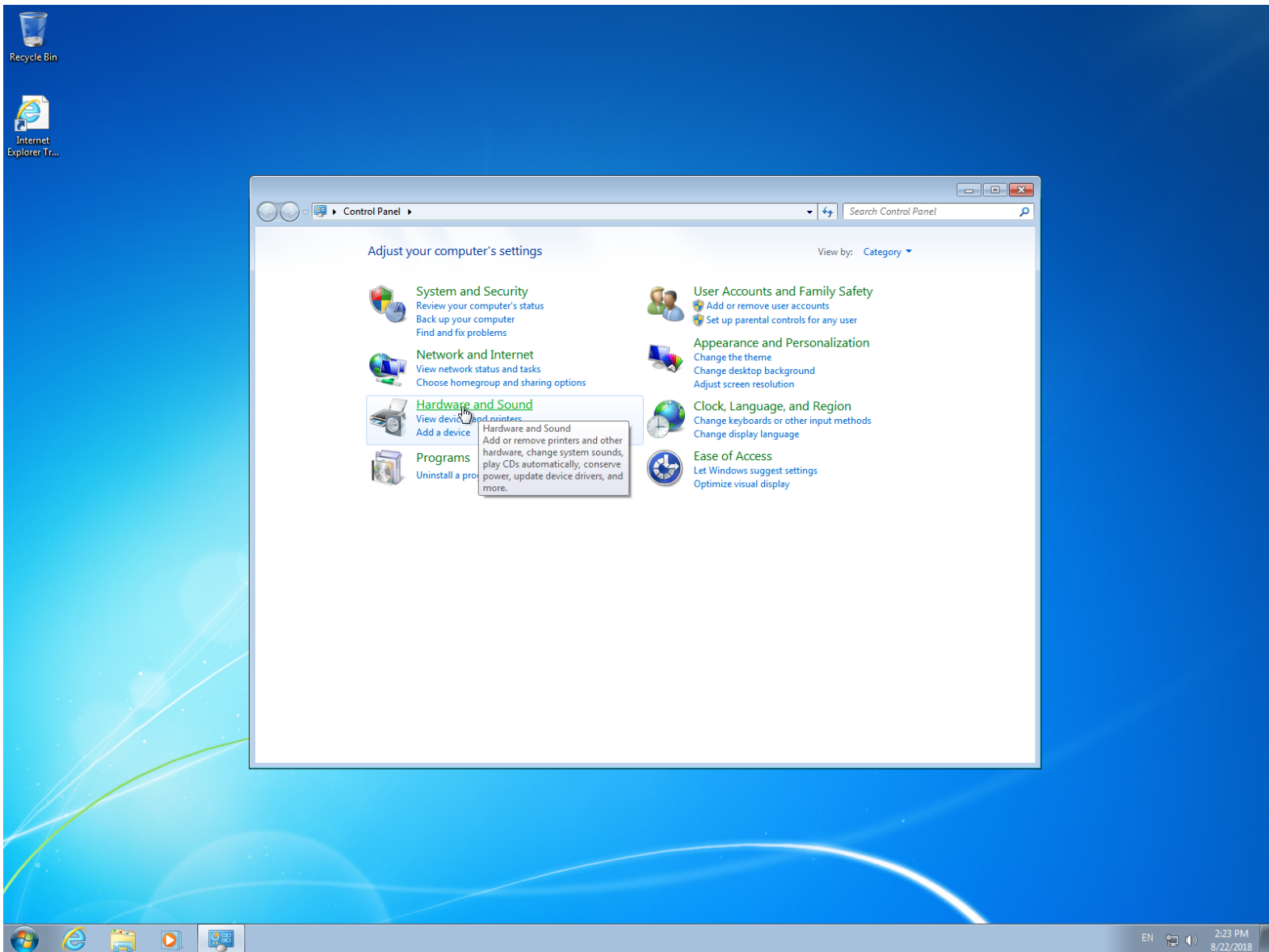
# Audio Input/Output

1. Click the Windows start button located in the lower left corner of the desktop and select Control Panel from the popup menu.



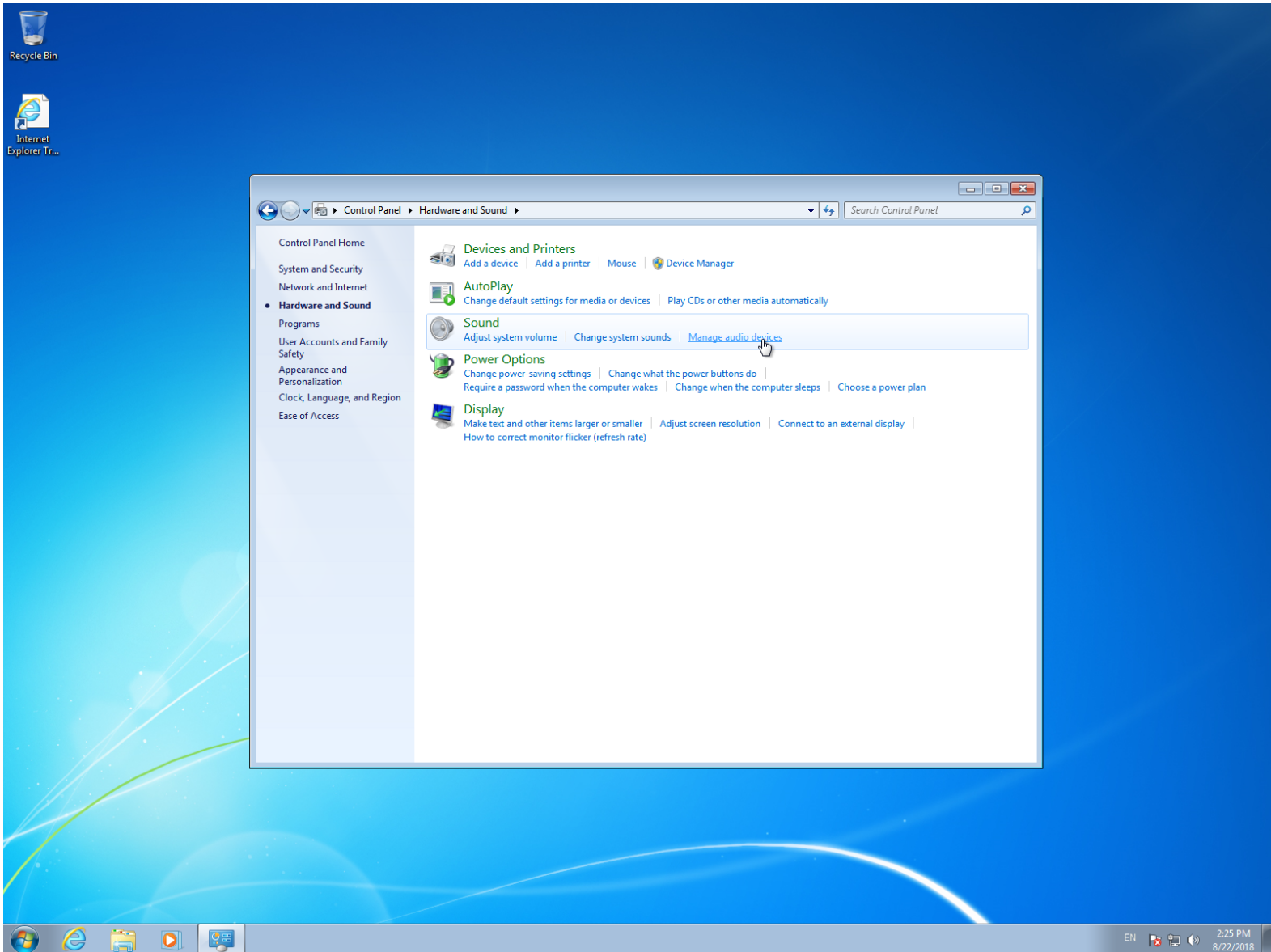


## 2. From the Control Panel window select “Hardware and Sound”

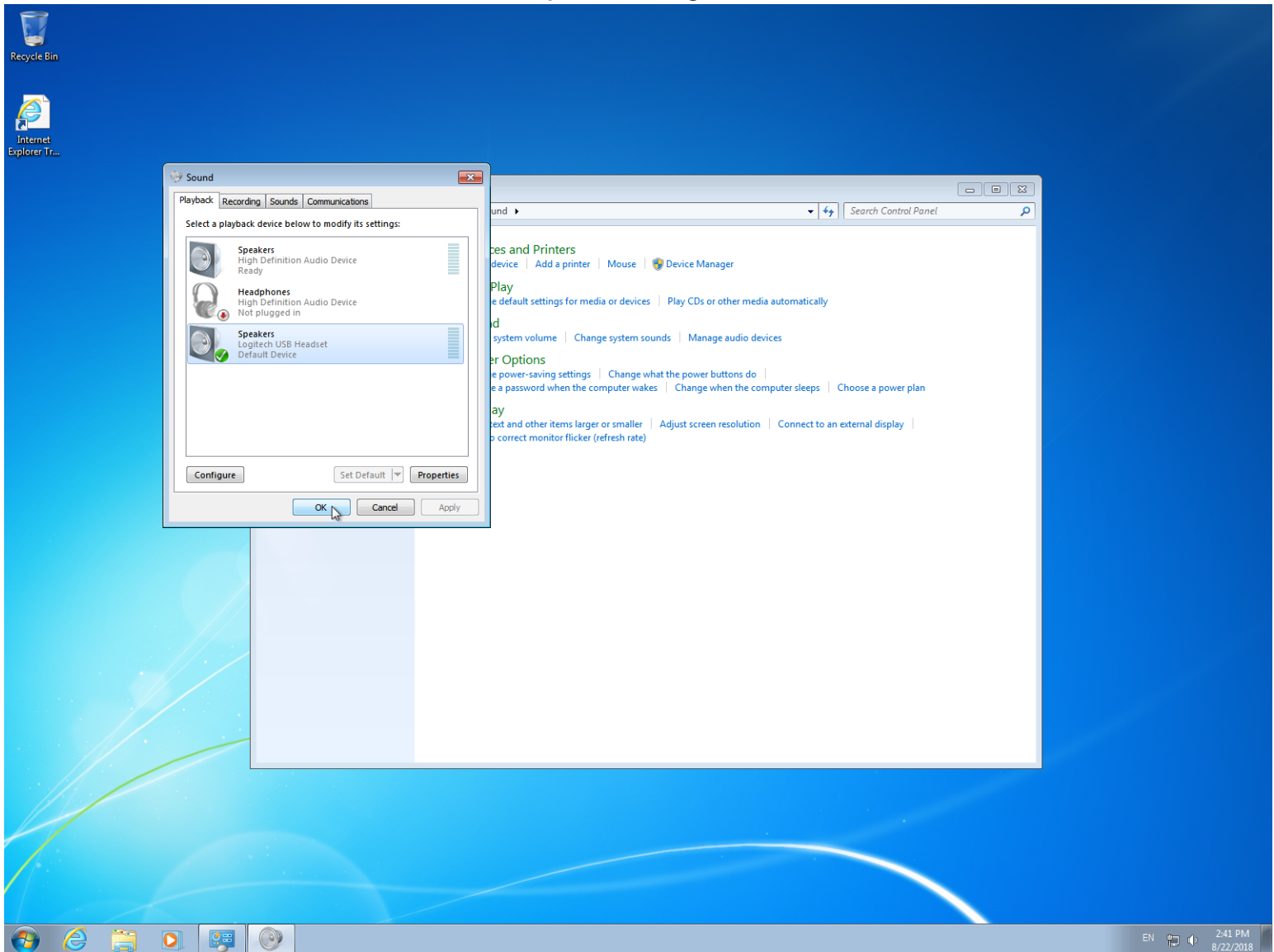


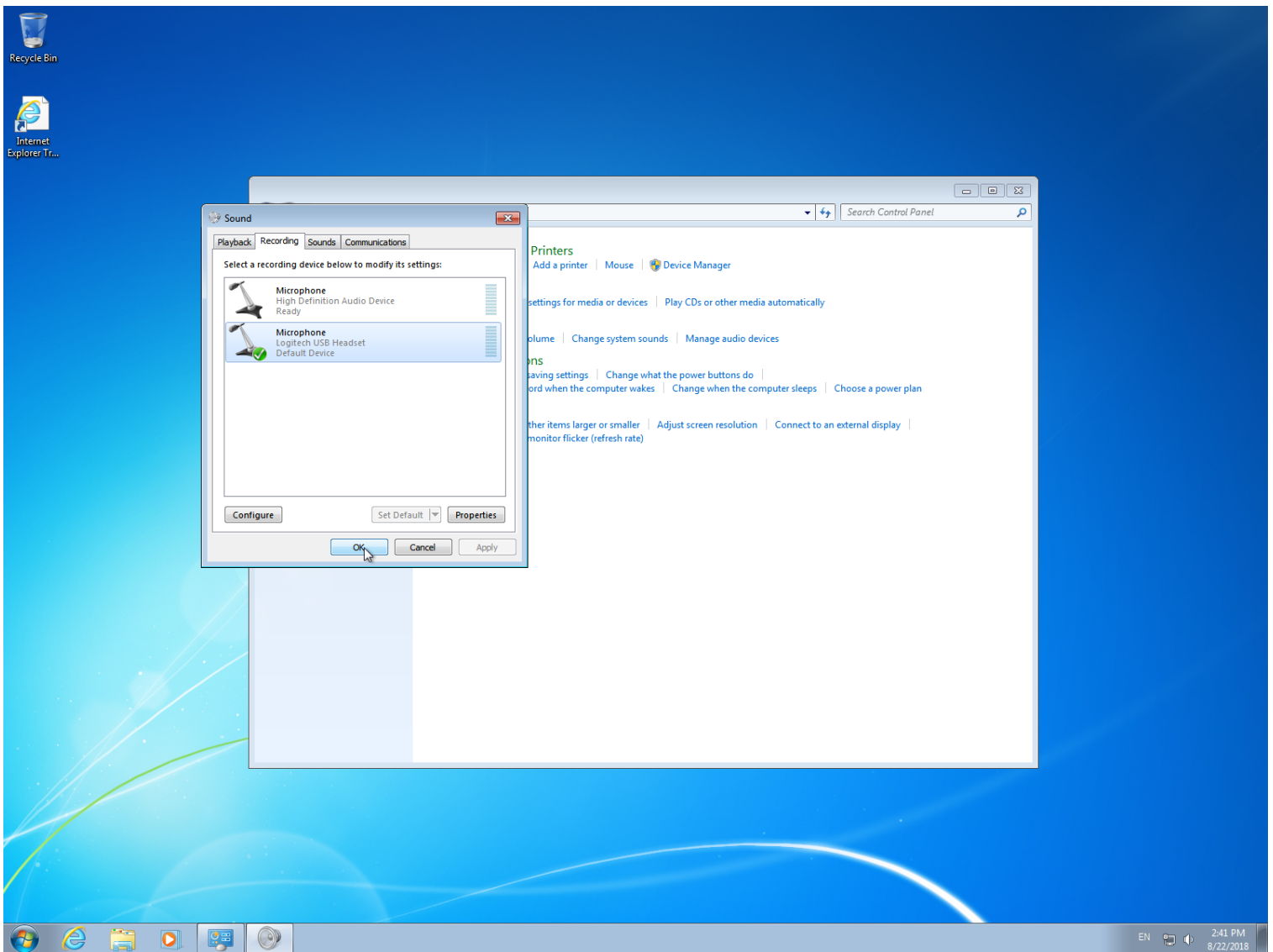


3. Then select “Manage audio devices” under the “Sound” section.



4. From the popup window under the Playback tab select the speakers “Logitech USB Headset”. Then under the Recording tab of the same windows select the microphone “Logitech USB Headset”.





If you run into any issues with these configurations, please do not hesitate to contact Chris Ramezan at 304-293-4917.