

Using the Collaborate Audio Setup Wizard

How do I use the Audio Setup Wizard to ready my microphone, speakers, headphones, headset, or other audio devices?

These instructions assume you are in [Blackboard Collaborate](#).

These instructions assume you are using Collaborate and not Collaborate Ultra.

Not sure which Collaborate you are using? [Check out our comparison page](#).

1. Start the Audio Setup Wizard. To do so, either:

- Use the Audio Setup Wizard icon.

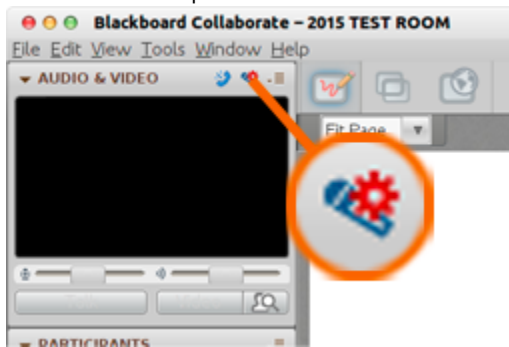
>>

- a. Within the Audio & Video panel, locate the Audio Setup Wizard icon (



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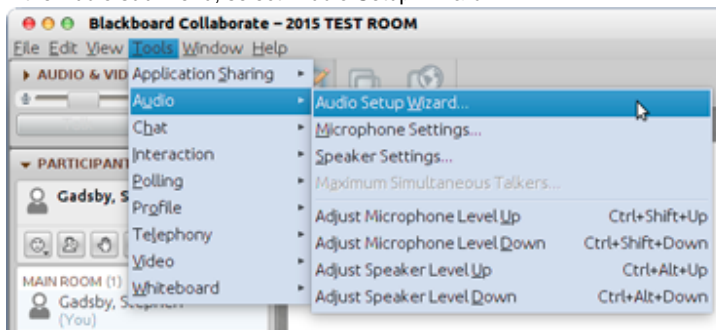
- b. Click the Audio Setup Wizard icon.



- Choose Audio Setup Wizard from the menus.

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- a. Open the Tools menu.
b. Open the Audio sub-menu.
c. In the Audio sub-menu, select "Audio Setup Wizard..."



2. Select your computer's audio output device.

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- a. From the list the Audio Setup Wizard displays, select the name of the audio output port, speakers, headphones, or headset you want to use to listen to audio from your Collaborate session.
- Devices connected to your computer using USB or Bluetooth will be listed by name.
 - Devices connected to your computer using a 3.5mm (headphone) plug will not be listed by name. To use such a device, choose the name of the port to

- which it is connected.
 - If the Audio Setup Wizard does not list the device you want to use:
 - i. Make sure the device is connected to your computer.
 - For a wired device: check that the device's cable connector is securely plugged in to your computer.
 - For a wireless (Bluetooth) device: check that the device is correctly paired with your computer.
 - ii. Click the Refresh button.
 - b. Click the OK button.
3. Adjust volume.
- >>
- a. Click the Play button.
 - b. Use the slider to raise or lower the volume to a comfortable level.
 - c. Click the Stop button.
4. Confirm you were able to achieve a suitable audio volume level.
- >>
- a. Click the Yes button.
5. Select your computer's microphone.
- >>
- a. From the list the Audio Setup Wizard displays, select the name of the microphone, microphone port, or headset you want to use during your Collaborate session.
 - A microphone connected to your computer using USB or Bluetooth will be listed by name.
 - A microphone connected to your computer using a 3.5mm (headphone-type) plug will not be listed by name. To use such a microphone, choose the name of the microphone port to which your microphone is connected.
 - If the Audio Setup Wizard does not list the microphone you want to use:
 - i. Make sure the microphone is connected to your computer.
 - For a wired microphone: check that the microphone's cable connector is securely plugged in to the correct port on your computer.
 - For a wireless (Bluetooth) microphone: check that the microphone is correctly paired with your computer.
 - ii. Click the Refresh button.
 - b. Click the OK button.
6. Adjust the microphone settings.
- >>
- a. Choose "Single Talker" or "Multiple Talkers".
 - If you will be the only one speaking into your microphone, choose "Single Talker".
 - If you are part of a group, all attending the Collaborate session from the same physical location and sharing your microphone, choose "Multiple Talkers".
 - b. Click the Record button.
 - c. Speak at the same volume you intend to use during your Collaborate session.
 - d. Use the slider to raise or lower the gain of the microphone.
7. Check that your microphone heard your voice at a reasonable level.
- >>
- a. Click the Play button.
8. Confirm that your microphone heard your voice at a reasonable level.
- >>
- a. Click the Yes button.
9. Click the OK button.



Help Desk

Help Desk Contact Info

Location: Boyer Building
Phone:



717-871-7777

Email: help@millersville.edu

Hours:

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- Fall/Spring Semesters:
 - M-Th 7:00am - 7:00pm EST
 - F 7:00am - 5:00pm EST
- Summer Sessions:
 - M-F 7:00am - 5:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building

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