

Brisbane School of Distance Education

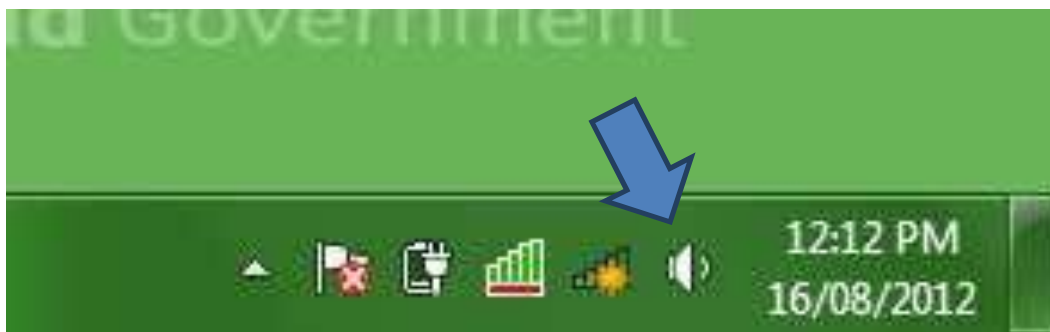
Setting up microphone

before using Blackboard Collaborate – Windows 7

Solutions

Please ensure that you do the following before you start a Blackboard Collaborate session and that the microphone device is plugged in.

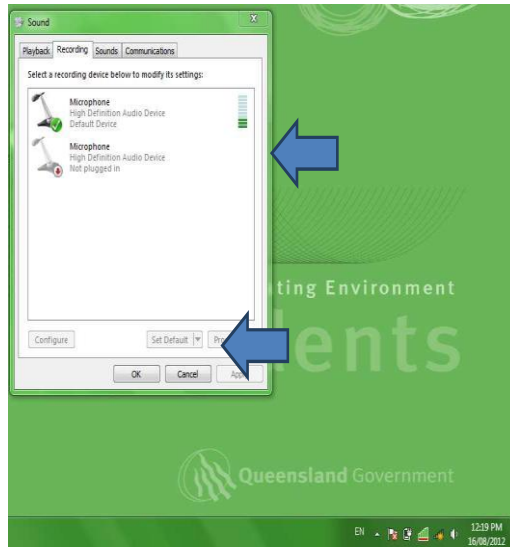
1. Find the sound icon in the system tray in the bottom right hand corner of the screen.



2. Right click and select 'Recording Devices'



3. Find the microphone that you want to use from the list of devices, select it, and click 'Set Default' If you don't see the device in the list, ensure that it is plugged in properly



4. To test that the microphone is working properly before you start a session, open the 'sound' option again. You should be able to see 'green bars' flickering next to the device when you talk. This shows that the device is registering sound. If you don't see this:

- Check that the microphone is in the 'on' position. Some microphones will have an on/off button on the cord or headset
- Try moving closer to the microphone

