WEBEX: Using a Bluetooth Wireless Microphone

(Thanks to Dr. Doug Carroll from Interdisciplinary Engineering for providing this information)

A bluetooth wireless microphone is a small unit that clips on to your ear. They are primarily designed for use with a cell phone for hands-free operation of the cell phone, but have been adapted for use with other computer-based technology. Some instructors use them during their lecture as a microphone that can capture the audio portion of their lecture while they present their lecture using PowerPoint, WebEx, Wimba, or another presentation technology.

The instructions below document how to set up the Bluetooth wireless microphone to work with WebEx. It is assumed that you have already performed the basic installation and setup of a Bluetooth wireless device on your system.

**Before initiating the WebEx session:**

1. Make sure the Bluetooth receiver is properly connected to an available USB port on your machine.

2. Make sure the headset is wirelessly connected to the Bluetooth receiver.

**After starting the WebEx Session:**

1. Click **Communicate – Audio Set-up Wizard**

2. Choose the Bluetooth device for both preferred recording device and preferred playback device.

   a. The Bluetooth device does not seem to want to play back through the computer speakers.

3. Click **Next**. Click the arrow and you should hear a female voice talk to you through the speaker in the wireless unit. If you do not hear the voice, something may be wrong. Make sure you are connected in the bluetooth window.

4. Click **Next**. Click the red **Record** button and talk. You may get a very low volume indication. Click the **Play** button to play back your recording. Make sure that WebEx has recorded your voice and is playing it back through the speaker in the headset. The playback volume may be very low, but this at least indicates that record/playback is functioning. If you do not hear anything, then something may be wrong.

5. Click **Next**. Click **Headphones** for the speaker type. The wireless microphone will NOT work with desktop or laptop speakers, even if everything appeared to be working in the previous screens. WebEx mutes the microphone for some reason if you use the desktop or laptop speakers.

6. Leave **Automatic Gain Control** and **Acoustic Echo Control** checked. This helps correct the low volume on the microphone. Click **Next** and then click **Finish**.
IMPORTANT NOTES:

- Once you go through these steps, WebEx will always look for the wireless microphone until you tell it different.
- If you plan to use a plug-in headset, you need to go through the audio set-up wizard and reset everything to your sound card.
- If you try to play back a WRF file, it will only play through the headset speaker, unless you go into WebEx and change the settings back.
- If you go away for a day or two and then come back to use WebEx and the wireless microphone is not connected, you will get video but no sound, no matter what you do until you go through the audio set-up wizard and change the settings back.
  o You will probably have to go through the audio set-up wizard a lot if you use a wireless microphone and bluetooth connection – every time you want to change between using the wireless microphone and something else.