

“How-To” Set-Up Audio Headset and Microphone

Using a USB Logitech H390 Headset

IMPORTANT: Please be sure to use the headset provided by Waynesburg University as you run the Audio Setup Wizard. If this equipment was not plugged in before the Wizard was initiated, you may need to run the Wizard again.

Setting Up Audio and Microphone in Collaborate Live Classroom:

1. Click **Tools** or the Audio Icon 
 - a. **Audio**
 - b. **Audio Set-up Wizard**
2. Click on the name of the headset: Ex.- Speakers(3-Logitech USB Headset)
 - a. **Ok**
 - b. **Play**—A message will play
 - c. **Yes** if you were able to hear the message
 - d. **No** if not
3. Set-up Microphone
 - a. Click on the name of the headset: Ex- Microphone (3-Logitech USB Headset)
 - b. **Ok**
 - c. **Record**—Record a message—Click **Play**
 - d. **Yes** if you were able to hear the message
 - e. **No** if not
4. Set-up Complete
 - a. **Ok**
5. Make sure you press the talk button before speaking: 
6. When you have finished speaking, please turn off your microphone by pressing **Talk**.
 - a. It is more difficult to hear classmates when the microphone is left on while not in use.
7. You can adjust the volume using the scale above the **Talk** button: 



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- Make sure the volume is turned up on your computer and is not muted. (Check the blue Task Bar in the lower right-hand side of your computer screen. Controls vary by model, but generally are accessed using a speaker icon.)
 - If you are using a school computer, you may need to ask your IT department for assistance.
 - Waynesburg University IT Department: (724) 852-3413 or online at helpdesk@waynesburg.edu (Hours 8:00 am-8:00 pm Mon.-Fri.)
 - Collaborate Help: (877) 382-2293 or online at <https://blackboard.secure.force.com/login> (available 24/7)

For any additional assistance, please contact your course facilitator.