Hooking Up a Headset, or a Stand-alone Microphone

SabaMeeting provides users with the ability to speak to one another using VoIP (Voice over Internet Protocol) provided that clients have some type of microphone and speakers connected to their computer. In this tutorial, we will walk through the steps necessary to connect your headset or your stand-alone microphone to your computer.

First, to be able to use your microphone or headset within SabaMeeting, please be sure to connect your headset or microphone to your computer before you start your SabaMeeting session. Please note that you will almost always receive better quality overall with a headset as opposed to a stand-alone microphone. The same thing applies for built-in webcams and microphones on some devices; you may use them, but we do not recommend this as the overall quality would also not be as good as if you were to use a headset. If you choose to use a stand-alone microphone, you will run the risk of getting various types of feedback which can be distracting. Please use the following steps to connect your headset or microphone to your computer.

Connecting a headset to your computer:

Step 1: Selection of headset:

- When selecting a headset, you will want to make sure that the headset is specifically for use with a computer. There are two types of headsets that you can get. You can get either a headset with a USB or you can get a traditional headset with 2 cables; one being a 3.5mm headphone jack and the other one being a microphone jack. The USB headsets are easier to set up and only require you to plug them into any standard USB port on your computer. If you want to get a traditional headset with the 2 cables, you must make sure to plug in the cables into the correct jacks. Shown below are the two types of headsets.
Step 2: Connecting the headset to your computer.

- If you have chosen the traditional headset with the 2 cables, you must connect the headphone jack (usually green or black) into the headphones slot on your computer (usually green) and the microphone jack (usually pink) into the headphone port on your computer (usually pink.) Although, these ports are usually found on the back of your computer, some computers today have these ports in the front as well, so you may use those if you would like. If you have chosen the headset with a USB connector, just plug it into a standard USB port and install the drivers. Refer to the following picture below if you need further assistance.
Connecting a Stand-alone Microphone:

Step 1: Selection of Microphone

- In selecting a microphone, you will want to choose a microphone that can be hooked up to a computer. There are a wide range of microphones that will work fine for this purpose. Like the headsets, you can choose either a USB or microphone jack connection. Below you can see examples of a stand-alone computer microphone with each connector.
Step 2: Connecting the microphone to your computer

- In order to plug your microphone in, you will likely need to look on the back of your computer. On the back, you will find a pink microphone slot. This is where you will plug in your microphone cable if you have a microphone with the microphone Jack. If you have a microphone with a USB connection, just plug it in the USB port on your computer and make sure the latest drivers are installed. Like the headset, you may plug in the microphone jack in the front of the computer if there is a slot available. Refer to the follow picture if you need further assistance.
Front of the Computer (Optional)