

# **Buddy DesktopMic 7G**



## **User's Guide**

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## Buddy DesktopMic 7G Overview

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The Buddy DesktopMic 7G is a highly customizable, multi-function, professional-quality USB microphone. It is ergonomic, sturdy and stylish. The sturdy base is constructed from a solid black anodized Zinc and Aluminum dent-resistant alloy. Buddy DesktopMic 7G includes a noise-canceling microphone element for pure audio. The performance is equal to headsets. The selectable mute-toggle or Push-to-Talk button means the microphone only hears when you want it to hear. This yields high recognition accuracy with Dragon NaturallySpeaking and Microsoft Windows Speech Recognition. The Buddy DesktopMic 7G is setting new standards for voice-capture technology. Featuring InSync Speech's revolutionary FilteredAudio noise-filtering technology, this professional desktop microphone is perfectly suited for any voice application. It provides exceptional accuracy with speech-recognition applications and will deliver exceptional voice clarity over the Internet when used with Skype, Google Voice and Google Talk, net meeting, webinar or any other VoIP software. Best of all, this technology is packed into a small, stylish form factor. It runs on all computers that include standards based USB device interface, such as Microsoft Windows, Apple Mac, Linux and Google Chrome OS.

The stylish Buddy DesktopMic 7G combines high-quality materials and FilteredAudio technology in a compact and slick-form factor. The flexible and durable gooseneck provides hands-free usage and is adjustable to suit your working style.

### Features

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- USB Plug-and-Play comes with 8' (2.5m) A to B USB detachable cable, does not require cumbersome drivers or software
- Revolutionary FilteredAudio™ technology coupled with unidirectional microphone, provides clear voice capture even in extremely noisy environments
- Ideal for voice applications, such as speech recognition, dictation, transcription, Skype®, Google Talk®, Google Voice®, net meeting, webinars and any other VoIP application
- Works with any host that supports USB device interface. Tested to work with Windows®, Mac®, Linux® and Chrome OS®

- Made from high-quality materials with durable, heavy-duty and adjustable 24" (60 cm) gooseneck

## **Supported Operating Systems:**

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- Microsoft Windows® 8, Microsoft Windows® 7, Vista, XP SP2 or later
- Mac OS® 10.4 or higher
- Linux 2.6 or higher
- Google Chrome OS

## **Supported Speech Software and Voice Applications:**

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- ✓ Dragon NaturallySpeaking 10.0 or higher
- ✓ Microsoft Windows Speech Recognition
- ✓ VoIP applications such as Skype, Google Talk, Windows Live Messenger etc.

## **Installing the Buddy DesktopMic 7G USB**

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The Buddy DesktopMic 7G features the USB 2.0 interface (USB 1.1 Compatible) and plug-and-play under Windows XP, Vista, Win 7, Win 8 and MAC OSX operating systems .

1. Plug the USB connector to a dedicated USB Port in your computer; it is fully functional after being recognized by the computer. Use of a USB Splitter or USB Hub device to connect DesktopMic 7G to your computer is NOT RECOMMENDED. Hubs and splitters introduce communication delays, which is not suited for any real *time audio device and will result in intermittent loss of audio (or dropped words in speech-to-text processing)*.

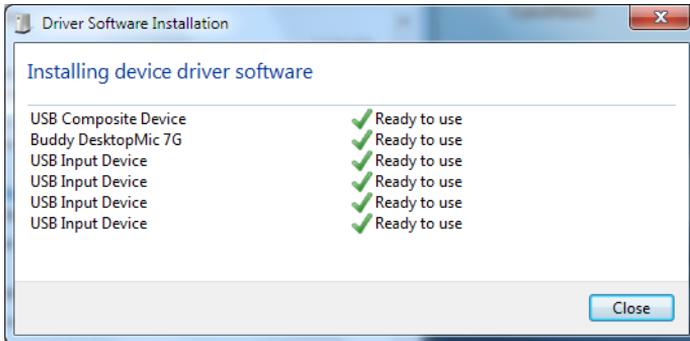


2. If the system has power, the indicator light (LED) of the microphone will light up green.

## **Installation Procedure for Windows 8**

## **Installation Procedure for Windows 7**

With the device connected, Windows automatically initializes and loads the appropriate drivers and configures the device. Buddy 7G devices use standard device drivers built into target platform such as Windows or Mac.



Once Windows has finished you will be advised that the device is ready to use. This may take a minute or more especially if searching for device drivers from Windows update is enabled.

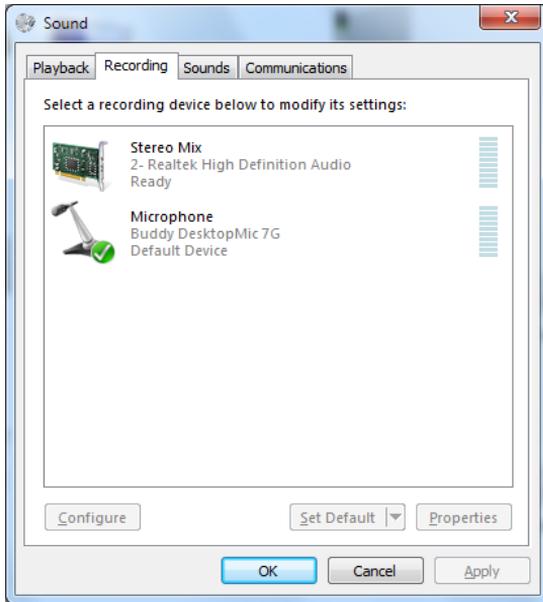


If the unit does not initialize correctly, check that the cables are properly inserted.

Note: You can change the USB Port for the **Buddy DesktopMic 7G** but the first time you plug the microphone into a new USB port, there will be a short delay due to driver installation for the new port.

To make your **Buddy DesktopMic 7G** your default device:

- Click **Start** → **Control Panel** From Control Panel choose **Hardware and Sound** followed by **Sound**.
- Click on **Recording** tab. Buddy DesktopMic 7G may have a green check mark, if not select the device by clicking with right mouse button.
- Click **“Set as Default Device”** from the resulting properties menu.



## Installation Procedure for Windows XP

With the device connected, Windows will automatically initialize and load the appropriate drivers and configure the device.

To verify the operation, please proceed with the following steps:

### Testing Hardware

Go to **Start > Settings > Control Panel**. Click on **Sound and Audio Devices** to bring up Sounds and Audio Devices properties dialog as follows:

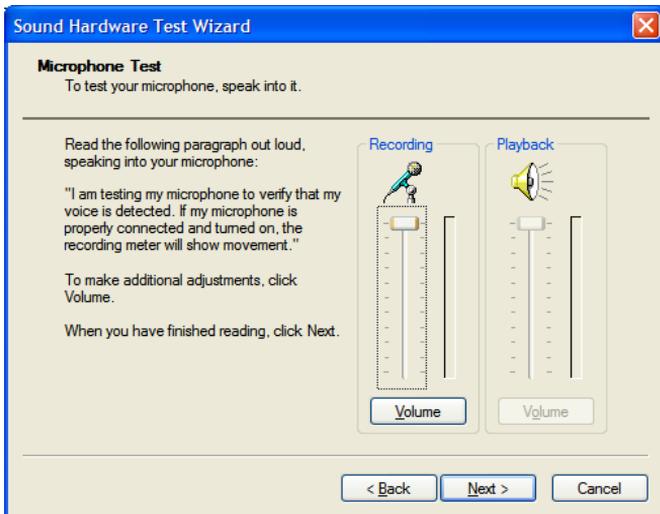


1. Click on **Voice Tab**. Verify that **Voice Recording** is set to **Buddy DesktopMic 7G**. If it is not the default devices, click on the down arrow and scroll to select it.
2. Once the **Buddy DesktopMic 7G** option is set as the default device, click on **Test Hardware** button below.

**Note:** In the dialog above you see separate entries for playback and recording device. These settings are independent. You must choose to use a different sound card and/or USB adapter for each of these functions.



Click on the Next button to continue. The system will test your hardware. Once the test is complete, it will prompt you with the following screen



Click on the Next button once more and both Volume buttons will become active.

Read the short paragraph in quotation marks. As you read the paragraph you will hear your voice in the earphones. If the volume is too low or too high you can adjust it with sliders on the volume meter.

## Making Buddy DesktopMic 7G a Preferred Device

To select your **Buddy DesktopMic 7G** as a preferred device for sound recording.

Click on **Start > Control Panel > Sound and Audio Devices** then click on Audio Tab

The following screen will appear



If the **Buddy DesktopMic 7G** is not the default device, click on the down arrow to select it and click the OK button.

## Installing Buddy DesktopMic 7G in Windows Vista

Once you plug your USB product, Windows Vista automatically installs all necessary drivers for the device to perform properly.



To verify that your device is properly installed follow these steps:

Sound Devices for Playback:

Click on **Start > Settings > Control Panel > Sound**

A new window will pop up (see above). You will see 3 tabs: **Playback, Recording and Sounds**

To select Buddy DesktopMic 7G as the default recording device, in the Recording tab, select the device from the list and press the **Set Default button**.

## Installation Procedure for Macintosh

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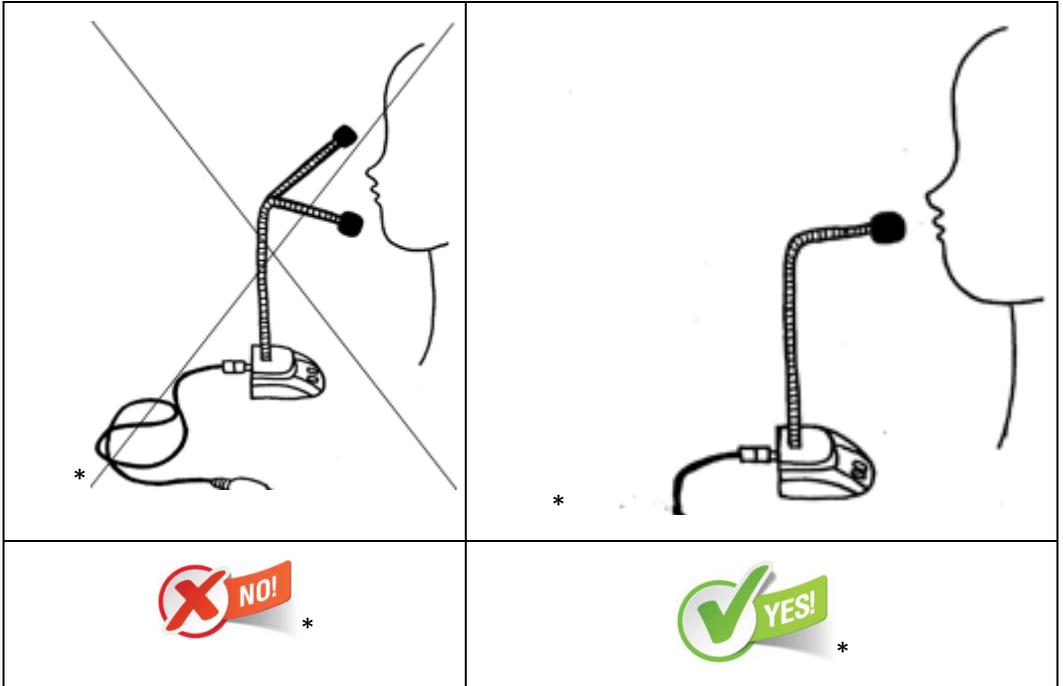
1. In system OSX: in the Apple menu, open System Preferences.
2. Double-click the Sound preference file.
3. Click on the Input tab.
4. Double click Buddy DesktopMic 7G under "Choose A Device For Sound Input" dialog box.
5. Set input volume to the appropriate level if necessary
6. Exit System Preferences.

Additional details for installing your Buddy microphone are at <http://www.BuddyMicrophones.com>.

## Using the Buddy DesktopMic 7G

The Buddy DesktopMic 7G is designed to be used 10 to 12 inches from your mouth.

See pictures below:



The noisier your environment, the more important it is to have the microphone close to your mouth. In a quiet office, you may be able to effectively use this with it positioned further away from your mouth. In a noisy office, it will work much better if close to the mouth but out of the breath stream.

Over time the windssock may get dirty. You can replace it or you can wash it. If you wash it, make certain it is dry prior to putting it back on the microphone boom.

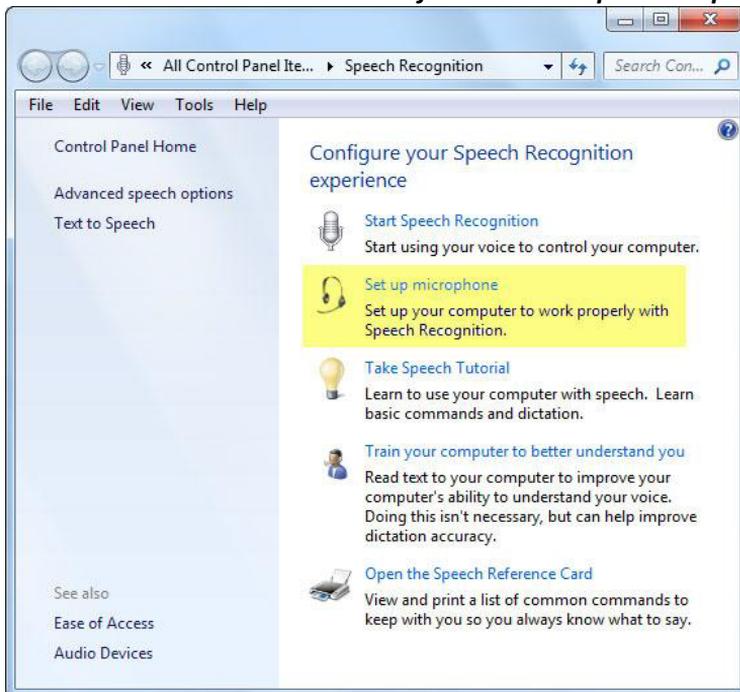
The cables should not be stressed by being stretched, bent, or otherwise compromised.

## Using Buddy DesktopMic 7G with Windows Speech Recognition

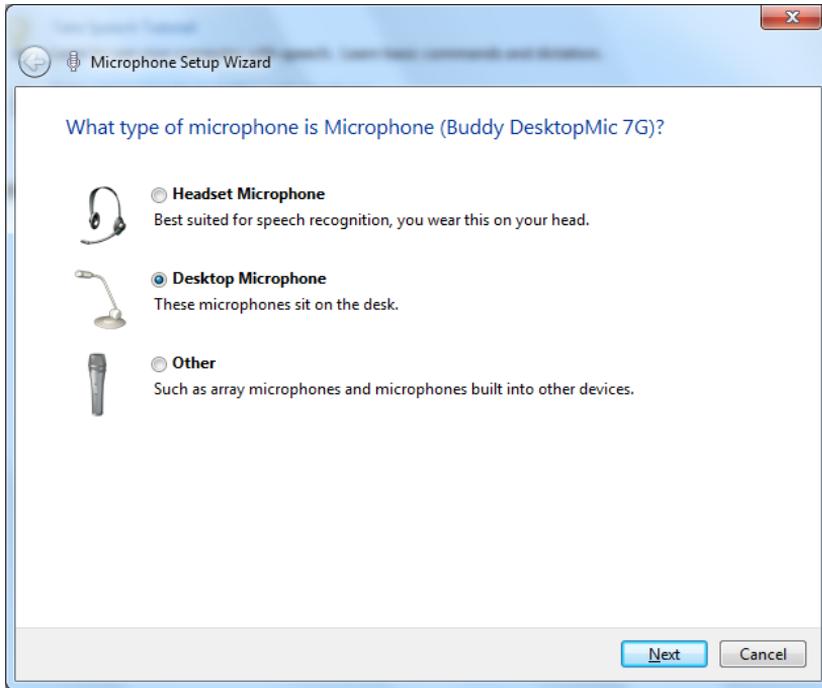
If you are using your Buddy device with Microsoft Windows Vista or Windows 7 Speech Recognition, you first need to set up the microphone using your Buddy DesktopMic 7G.

Follow these steps:

Click **Start > Control Panel > Ease of Access > Set up a microphone**



The Microphone Setup Wizard window will display; select **Desktop Microphone** Click **Next and Next again**



Start reading to adjust the volume input of the microphone, once you finish reading the sentence click **Next then Finish**.

Once you have installed the microphone, you can start using Microsoft Speech Recognition software.

## **Installation Procedure for Macintosh**

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1. In system OSX: in the Apple menu, open System Preferences.
2. Double-click the Sound preference file.
3. Click on the Input tab.
4. Double click Buddy DesktopMic 7G under "Choose A Device For Sound Input" dialog box.
5. Set input volume to the appropriate level if necessary
6. Exit System Preferences.

Additional details for installing your Buddy microphone are at <http://www.BuddyMicrophones.com>.

## **Using Buddy DesktopMic 7G with Dragon NaturallySpeaking or Dragon Medical**

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Having made your Buddy product your preferred device in Windows is not enough for Dragon NaturallySpeaking to recognize it.

The audio quality from the dictation source may vary, so it is very important that the proper source is selected during the New User Wizard/Audio Setup.

If you have multiple microphones or devices, it may be necessary to setup an additional user profile or an additional dictation source. Here are some guidelines:

- a) If the microphone/device connection type is exactly the same, then it is necessary to create a second Dragon user profile. Nuance recommends creating a separate Dragon user profile for each source.
- b) If the microphone/device connect type is different, then it is not necessary to create a second Dragon user profile, but an additional dictation source should be created. For example, if the first device is a digital audio recorder and the second device is a USB Audio device, then it is recommended to add a dictation source to the existing Dragon user profile.

## How to create an additional Dragon User Profile:

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1. Open Dragon NaturallySpeaking.
2. If the user profile is automatically loading (this will occur automatically if there is only a single user profile/source), wait for it to complete.
3. If the "Open Profile" dialog appears, close the dialog.
4. On the DragonBar, select:
5. "Profile > New User Profile" menu (in version 11 and 12). If a user profile loaded, it may be necessary to "Close" the open user profile first (from the Profile menu).
6. "NaturallySpeaking >Open User > New" menu (in version 10). If a user profile is loaded, it may be necessary to "Close" the open user profile first (from the NaturallySpeaking menu).
7. Follow the instructions in the Audio Setup Wizard to select the new source.

## How to add an additional dictation source:

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1. Open Dragon NaturallySpeaking.
2. Load the current user profile (this will occur automatically if there is only a single user profile/source).
3. On the DragonBar, select:
4. "Profile > Add dictation source to current User Profile" menu (in version 11 and 12).
5. "NaturallySpeaking >Open User > Source" menu (in version 10).
6. Click "New" (if necessary) and follow the steps to add an additional source.
7. When prompted, select the proper dictation source from the drop-down menu.
8. Follow the instructions in the Audio Setup Wizard to configure the new source.

## Benefit of an additional dictation source:

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By adding a dictation source to an existing user profile, the two sources will use the same vocabulary. Therefore, any vocabulary changes and accuracy improvements performed will be accessed by both sources. If a new user profile is created, the vocabularies remain separate.

## Notes:

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- Depending on the source being added, additional training may be necessary to ensure accurate voice recognition.
- If the additional source is not available for a device of the same connection type (i.e. original source is a USB microphone and the additional source requested would be a USB microphone). In this case, it is better to create a new user profile (for the separate USB microphone) OR to run the Audio Setup Wizard and switch the original source to the new USB microphone.

## Testing the Audio Settings in Dragon NaturallySpeaking

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Open Dragon NaturallySpeaking

1. Click on (Release 10) **Tools > Accuracy Center > Check your audio settings** or (Release 11 or Dragon Medical Practice Edition) **Audio > Check Microphone**
2. A new screen will pop up, select your device and run the quick Audio Setup Wizard.
3. Once finished you are ready to use your device and begin dictating.

If your Accuracy Center menu is grayed, follow these steps:

1. Open Dragon NaturallySpeaking
2. Click on **Profile** Menu (**Dragon** in Medical 10, **NaturallySpeaking** in other Release 10 products) > **Prepare User for Dictation**
3. A new window will pop up advising you that the Audio Setup Wizard needs to be run.
4. If there is more than one active audio device, another screen will pop up, Select your device and run the quick Audio Setup Wizard.
5. Once finished you are ready to use your device and begin dictating.

## Default Buddy DesktopMic Button Configuration

When shipped, Buddy DesktopMic 7G button is by default set for the following function:

**Button1** (                      Click                      Microphone mute

The default LED settings are:

**LED 1**                      Green when plugged into USB

**LED 2**                      Blinking Blue when muted

## Reconfiguring Buddy DesktopMic Button

While the default Buddy DesktopMic button setting is useful as-is for many persons and applications, some will want the button set to perform different function.

Some may want the button optimized for navigating a custom application. Others may want the button to generate common text. Whatever the need, the button actions can be changed using the MyBuddyMic software.

To make changes, download the MyBuddyMic software, install it and run it, then use it to modify the settings. You can create separate “profiles” so that you can easily change from one set of button definitions to another.

The MyBuddyMic software can be freely downloaded at <http://www.BuddyMicrophones.com>

Instructions for configuration and use are included in the MyBuddyMic software.

Most of the MyBuddyMic settings, including text and keyboard actions, are set on the microphone itself so do not require that any other software be run once set. The Dragon actions available with the MyBuddyMic software require that the MyBuddyMic software run while the buttons are in use.

More detailed instructions for using the Buddy DesktopMic buttons are at <http://www.BuddyMicrophones.com>.

## Using Buddy USB with VoIP applications

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The procedure for setting up VOIP and other applications varies. In some applications simply setting the microphone as default in the Control Panel will be sufficient. In other applications you need to open an options dialog in the VOIP application and select the Buddy DesktopMic 7G as a default.

Additional details for using your Buddy microphone with application software are at <http://www.BuddyMicrophones.com>.

## Troubleshooting

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The USB (Universal Serial Bus) port has a great potential to avoid the variability of traditional computer sound cards. A USB interface offers hot-swappable, plug and play consistent audio quality that is highly portable.

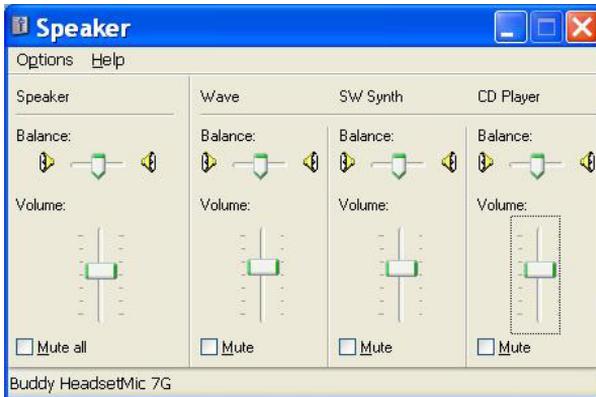
Following are some procedural problems reported to us by our users. The following descriptions are what have been reported, but the problems may present themselves in slightly different ways. **The latest troubleshooting information is posted at <http://www.BuddyMicrophones.com>.**

Speaker volume too low

Dragon NaturallySpeaking and most other software take the default audio settings for playback.

To adjust the default speaker volume do the following:

Click on Start > Settings > Control Panel > Sounds and Audio Devices > Audio Tab > Click on Volume Control



Adjust the default volume via the slider.

## Microphone volume too low

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If you are using Dragon NaturallySpeaking or similar product, the following procedure will not have any impact. To adjust the volume for Dragon NaturallySpeaking, ViaVoice or similar products, you have to run their built-in audio set up wizard tool to do these adjustments.

Verify that the mute switch of **Buddy DesktopMic 7G** is not active. The microphone input is muted when the amber light is blinking. If the light is blinking, press the mute button on the device to toggle it.

If the mute switch was not active, then go to Start > Settings > Control Panel > Sounds and Audio Devices > Audio Tab > Sound Recording > Volume



Adjust the slider for the microphone control 2/3 the way towards the top peak.

## **Buddy DesktopMic 7G not recognized**

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This problem rarely happens and it is an indication of a failed attempt to load a Driver for some reason. If Windows does not detect the Buddy DesktopMic 7G, unplug the USB Cable and re-plug it in a different USB Port. Wait a few seconds for Windows to initialize the device. Observe whether the green light comes on, indicating that the device is connected.

More detailed suggestions for troubleshooting are at <http://www.BuddyMicrophones.com>.

## **Special Considerations for Speech Dictation**

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When changing the sound system (sound card or USB Adapter) or a microphone for speech recognition applications, you must always run the audio setup wizard, and optionally a short training session for proper change over.

Failing to do that will almost certainly degrade recognition accuracy. As an option you can create a brand new user profile or a new input source for your new audio system.

It is important to position the microphone properly with respect to your mouth for best performance of the speech recognition systems. Normally the end of the microphone boom should be 1cm-4cm from the corner of your mouth.

Additionally you can do the following:

- a) When running a test for your microphone, put pauses in between phrases, for example: "In this step (1 second pause) the computer checks the audio input (1 second pause) of your sound system" Silence is sampled as well as speech, this allows comparison between speech and ambient noise.
- b) Speak clearly and evenly like newscasters.
- c) Enunciate all syllables in each word. Many have a tendency to drop trailing syllables in many words.

More detailed suggestions for dictation for speech recognition software are at <http://www.BuddyMicrophones.com>.

## **Safety Precautions**

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1. Keep your USB Device away from heat sources, such as radiators, heat registers and other similar appliances.
2. Keep your USB device away from liquids

3. Protect your USB device from high humidity
4. Keep this device away from children.
5. If cables must go across a floor, they should be taped down.

## Taking Care of Your DesktopMic

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**Microphone** -You can clean your microphone with non-alcohol wipes or a slightly cloth dampened with water and a mild soap. **Never use alcohol.**

**Windscreen** - Remove the windscreen from your microphone. You can wash the windscreen with mild soapy water. Gently rub, rinse and squeeze out the excess water. Gently pat with a dry cloth and let it dry completely before putting it back in your microphone.

**Cable:** Wires in the cord can break if abused. Always disconnect without pulling the cord and keep the cords free of obstructions to reduce wear and tear.

## Limited Warranty

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### Information for

Current Buddy Microphones sold and used in U.S.A. and Canada only.

InSync Speech Technologies, Inc. warrants its products to be free from defects in material and workmanship for a period of (1) year from the date of original invoice. If the product proves to be defective in material or workmanship during the warranty period, InSync Speech Technologies will, at its sole option, repair or replace the product with a similar current product at the time. The repaired or replaced unit will be covered by the balance of the time remaining on the customer's original limited warranty. InSync Speech Technologies provides no warranty for third party hardware or software included with the product.

Warranty does not cover:

1. Any microphone, on which the serial number has been defaced, modified or removed.
2. Damage, deterioration or malfunction resulting from
  - a) Accident, misuse, neglect, fire, water, other damaging acts of nature, and product modification.
  - b) Repair or attempted repair by anyone not authorized in writing by InSync Speech Technologies.
  - c) Causes external to the product, such as electrical power fluctuation by the attached computer and its USB port.
  - d) Normal wear and tear.
  - e) Any other cause which does not relate to a product defect.
3. Removal, installation and set-up service charges.
4. Return shipping charges if microphone received for repair is found to be working correctly when received at our location.

## How to get warranty service

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To obtain warranty service, you must first obtain a Return Material Authorization (RMA) number from InSync Speech Technologies.

To obtain an RMA online, visit our website at: <http://www.InSyncSpeech.com>

Alternatively, you can request an RMA Number by email, contact us at [support@InSyncSpeech.com](mailto:support@InSyncSpeech.com). Please include the following information:

- A copy of original dated invoice.
- Product serial number
- Your name.
- Your address.
- Number and description of units shipped.
- Name and daytime telephone number of person to call, should contact be necessary.
- E-mail address for tracking information or additional information related to your RMA
- Reason for return and a detailed description of the problem.

Once customer has received the RMA number, the product should be sent prepaid (collect shipment will be refused) to:

InSync Speech Technologies, Inc.

Customer Service

RMA # \_\_\_\_\_

Please use the original container, or pack the unit(s) in a sturdy carton with sufficient packing material to prevent damage during shipping and handling. Include the following information:

1. A proof of purchase indicating model number and date of purchase.
2. The RMA number clearly visible on the outside of the shipping box.
3. Bill to Address.
4. Ship to Address.
5. Number and description of units shipped.
6. Name and telephone number of person to call, should contact be necessary.

7. All manuals and accessories and software (if applicable)
8. Reason for return and description of the problem.
9. Damage or loss during shipment is deemed the responsibility of the carrier, and claims should be made directly with such carrier.

## **Technical Support:**

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Support is through E-MAIL ONLY. For support send email to [Support@InSyncSpeech.com](mailto:Support@InSyncSpeech.com)

E-mail is normally answered within one business day. The e-mail should include:

- The Buddy product name (e.g. Buddy DesktopMic 7G)
- Has the product previously been working or not?
- Does the problem persist after rebooting the system?
- Has a different USB port (if available) been tried?
- Has the MyBuddyMic program been used to change the button configuration?
- Is the MyBuddyMic program running at the time of the error?
- What other microphones or other audio devices are on the system?
- Is this a desktop or a laptop system?
- What is the operating system? (e.g. Windows-XP, Windows 7, Windows 8, iOS5, etc.)
- Phone number and times of day (Eastern time) for phone contact if needed



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