

Performing a Hardware Scan

Find, test, and save the camera, microphone, and speaker you want to use for meetings.

Dashboard > **Hardware** > **Scan hardware** > **Test** > **Save**

Before you begin

Connect your webcam, headset, microphone, or speakers. Close any active meeting that may already be using the camera or microphone.

Scan and save

1

Open Hardware

Select Hardware from the B.O.B. sidebar.

2

Start the scan

Select Scan hardware. If Windows or B.O.B. asks for camera or microphone permission, select Allow.

3

Verify the inventory

Confirm that the camera, microphone, and speaker dropdowns contain your connected devices. Device names may include the manufacturer or headset model.

4

Test the camera

Choose a camera and confirm the local preview appears. The preview is only a private device test; B.O.B. does not record or transmit it.

5

Test the microphone

Choose a microphone and speak normally. Confirm the microphone level meter responds.

6

Choose the speaker

Select the speaker or headset you want to use. B.O.B. records this as your preference.

7

Save the selections

Select the save button and wait for the success or last-saved confirmation. Return to Dashboard and verify the same named devices appear.

Preview behavior is intentional

The camera preview and microphone meter stop when you leave Hardware or minimize B.O.B. This releases the devices so Zoom, Teams, or another meeting application can use them.

Confirm the scan worked

✓	At least one camera appears, or B.O.B. correctly reports that no camera is connected.
✓	The camera preview displays without another application holding the camera.
✓	The microphone level meter moves when you speak.
✓	The desired speaker or headset appears in the speaker list.
✓	Saved device names remain after B.O.B. is closed from the tray and reopened.

Troubleshooting

Scan fails Close Zoom, Teams, browsers, and camera utilities; verify Windows privacy permissions; then scan again.	Camera is listed but blank Close any app using the camera, reconnect the camera, and repeat the scan.
Microphone meter does not move Check the physical mute switch, Windows input level, and Microphone privacy permissions.	A device is missing Disconnect/reconnect it, wait several seconds, and select Scan hardware again.
Selections do not remain Select a named device, save, quit B.O.B. from the tray, reopen it, and check the Dashboard.	Corporate PC blocks access Ask the Windows administrator whether camera or microphone access is controlled by policy.

Remember

A successful B.O.B. scan confirms that Windows exposes the devices to B.O.B. You must still select the preferred devices inside each meeting application.