

Using the B.O.B. Dashboard

Use the Dashboard as your meeting-readiness summary, then follow the highlighted next action.

Open B.O.B.	>	Dashboard	>	Review status	>	Continue
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What the Dashboard does

The Dashboard summarizes your saved profile, preferred devices, hardware readiness, and detected meeting applications. It does not replace the Hardware or Applications screens.

First-time dashboard walkthrough

1

Open B.O.B.

Launch B.O.B. The Meeting App. Accept the EULA if this is your first launch. The main window opens to the Dashboard.

2

Review your profile

Confirm your name and profile details. If anything is missing, open Profile, make the correction, and select Save.

3

Check Preferred Settings

Review the saved camera, microphone, and speaker shown on the Dashboard. A named device is easier to verify than Windows Default.

4

Follow the next highlighted action

Use the illuminated action button or the sidebar to continue to Hardware when a scan or device test is needed.

5

Review meeting applications

Open Applications to confirm whether Teams, Zoom, Meet, Webex, or Slack is currently detected.

Important - B.O.B. Free

B.O.B. Free saves your preferred-device plan and detects meeting applications. It does not push those selections into Zoom, Teams, Meet, Webex, or Slack. Confirm the same devices inside each meeting application.

How to read the Dashboard

Profile The person and local B.O.B. profile currently in use.	Preferred camera The camera saved from the Hardware screen.
Preferred microphone The microphone saved from the Hardware screen.	Preferred speaker The playback device saved from the Hardware screen.
Hardware status Whether devices were found during the most recent scan.	Application status Whether supported meeting applications appear to be running.

Success checklist

✓	Your profile is saved without an error message.
✓	The Dashboard shows the same named devices selected under Hardware.
✓	A hardware scan has completed and the microphone/camera tests work.
✓	Running meeting applications appear on the Applications screen.
✓	You have confirmed the same devices inside the meeting application itself.

Closing versus quitting

Closing the main window leaves B.O.B. available in the Windows system tray. To exit completely, right-click the B.O.B. tray icon and select Quit.

If the Dashboard looks outdated

Return to Hardware, select the devices again, save, and then return to Dashboard. If the values still do not refresh, quit B.O.B. from the tray and reopen it.

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.

Allowing Windows Camera and Microphone Privacy

Enable the Windows 11 permissions B.O.B. needs for local camera preview and microphone testing.

Start	>	Settings	>	Privacy & security	>	Camera / Microphone
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Privacy first

B.O.B. accesses camera and microphone devices only for the local preview and level test you start. Windows remains in control of device permission.

Allow camera access

1

Open Windows Settings

Select Start, open Settings, and choose Privacy & security.

2

Open Camera

Under App permissions, select Camera.

3

Enable the camera toggles

Turn on Camera access, Let apps access your camera, and Let desktop apps access your camera.

Allow microphone access

4

Open Microphone

Return to Privacy & security and select Microphone.

5

Enable the microphone toggles

Turn on Microphone access, Let apps access your microphone, and Let desktop apps access your microphone.

6

Restart the device test

Quit B.O.B. from its tray icon, reopen it, select Hardware, and run Scan hardware again.

Why desktop-app access matters

B.O.B. uses a packaged desktop application architecture. Windows may manage its access under the desktop-app camera and microphone controls instead of showing an individual B.O.B. toggle.

How to confirm Windows permission

✓	B.O.B. displays the selected camera in its local preview.
✓	The Windows camera indicator or camera light appears while the preview is active.
✓	The microphone level meter responds while testing.
✓	The Windows taskbar may show a microphone-in-use indicator during the test.
✓	The indicators stop after leaving Hardware or minimizing B.O.B.

If access is still blocked

Toggle is disabled The setting may be controlled by your organization. Contact the Windows administrator.	B.O.B. is not listed Desktop apps may not appear as individual entries. Ensure the desktop-app access toggle is on.
Google Meet is blocked In Chrome or Edge, open meet.google.com and allow camera and microphone for that website.	Another app has the camera Close the other meeting or camera app before starting B.O.B.'s local preview.

Official support references

[Microsoft: Windows camera, microphone, and privacy](#)

[Microsoft: Manage camera permissions in Windows](#)

Confirming Your Meeting Applications

Verify that B.O.B. detects supported meeting applications, then confirm the same devices inside each application.

Open meeting app	>	B.O.B. Applications	>	Refresh	>	Confirm devices
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Detection versus control

A Detected or Running status means B.O.B. found the application process. It does not mean B.O.B. changed that application's microphone, camera, speaker, mute, or background settings.

Confirm application detection

1

Open the meeting application

Launch Teams, Zoom, Webex, or Slack. For Google Meet, open an active meet.google.com tab in a supported browser.

2

Open Applications in B.O.B.

Return to B.O.B. and select Applications from the sidebar.

3

Refresh the status

Select the refresh or detection control. Wait briefly for B.O.B. to update the list.

4

Confirm the running state

The open application should display as Detected or Running.

5

Verify open and close detection

Close the meeting application completely, refresh B.O.B., and confirm the status changes. Reopen it and confirm detection returns.

Confirm your devices inside the application

6

Use the same named devices

Open the meeting application's audio/video settings and select the camera, microphone, and speaker saved in B.O.B.

7

Run the application's own test

Use its preview, speaker test, microphone meter, or test-call feature before joining an important meeting.

Where to confirm devices

Application	Device settings path	Final check
Microsoft Teams	Settings and more > Settings > Devices	Select speaker, microphone, and camera; make a test call if available.
Zoom	Profile picture > Settings > Audio / Video	Test speaker and microphone; verify the camera preview.
Google Meet	Meeting screen > More options > Settings > Audio / Video	Confirm the site has browser camera and microphone permission.
Webex	Settings > Audio and Settings > Video	Choose the same named microphone, speaker, and camera.
Slack	Preferences > Audio & video	Confirm the devices before starting a huddle.

Detection troubleshooting

Zoom is not detected Confirm the Zoom desktop app is running, not only its installer/updater. Refresh after the main Zoom window opens.	Meet is not detected Open an active Meet page in Chrome or Edge, then refresh. A browser running without a Meet tab may not qualify.
App stays detected Quit the application from its tray/menu so its background process closes, then refresh B.O.B.	Mic is not used in the call Select the same microphone inside the meeting application's own device settings. B.O.B. Free does not push it automatically.

Official support references

[Microsoft: Manage device settings in Teams](#)

[Zoom: Test audio settings](#)

[Webex: Change audio settings](#)