This unique microphone is designed for use with a telephone, but can also be connected to a PC via several mechanisms. Connecting the BW900 to a Bluetooth connection is discussed elsewhere. These instructions describe how to connect your BW900 to your PC using a USB port and reliable wired connection with the “Zoom Switch”.

The Key Components:

The Zoom Switch. This includes three jacks, on for attachment to your phone, a USB connection to your PC, and an accessory jack for a headset

Sennheiser BW900: Bottom view showing clearly labeled “Handset” and “Phone” modular jacks
**Preliminary Set-Up:** First, you must make the basic connection of the BW900, Zoom Switch, your PC and your telephone. Depending upon whether you have an office telephone with a modular “headset” jack, or a regular corded telephone, use the set-up described below, using the included modular telephone cords.

![Diagram](image)

**Figure 1:** Set up with standard corded telephone

**Figure 2:** Set-up with Phone with Headset Jack

**Typical Set-up in which BW900 is used both PC and telephone.** Zoom Switch is used to toggle back and forth between PC and telephone.

**Set-up in which BW900 is used with PC and telephone having a modular headset jack.** Zoom Switch is used to toggle back and forth between PC and telephone.
Set-up in which BW900 is used only with PC and not telephone. In this set-up the Zoom Switch is not used, but the y-cable (modular to double 3.5 mm plug) cable is used to make the connection. Although the USB adapter is optional, it is highly recommended.

**Details of connections:**

With Standard Telephone:

1. A modular telephone cable must connect from the “Phone” jack on the BW900 to the right-most “accessory” modular plug on the Zoom Switch.
2. A modular telephone cable must connect from the “headset” jack on the BW900 to the telephone receiver
3. The left-most jack on the Zoom Switch connects to the telephone jack to which the telephone headset normally connects.
4. The USB cable coming with the Zoom Switch is connected from the central jack on the Zoom Switch to an available USB port on the PC.

With a Telephone Having a Modular “Headset” Jack:

1. A modular telephone cable is used to make a connection from the “Phone” jack on the BW900 to the right-most “accessory” jack on the Zoom Switch.
2. A modular telephone cable is used to connect the left-most “phone” jack on the Zoom Switch to the “headset” jack on the telephone
3. The USB cable coming with the Zoom Switch is connected from the central jack on the Zoom Switch to an available USB port on the PC.

With PC only:

1. A modular telephone cable is used to make a connection from the “Phone” jack on the BW900 to the right-most “accessory” jack on the Zoom Switch.
2. The USB cable coming with the Zoom Switch is connected from the central jack on the Zoom Switch to an available USB port on the PC.

Preparing the BW900 for Use with your PC and Telephone:

1. Be sure you have fully charged the BW900
2. Make all required connections as shown above
3. Set-up the BW900 as appropriate for your telephone (refer to the manual for details) of these steps) by opening the small door on the left side of the BW900
   a. Set sliding switch to either the A, B, or C position and see which works best with your telephone
   b. Make a call with the BW900, using the BW900 bluetooth headset and while talking, rotate the volume knob until the person on the other end indicates your speaking volume is appropriate.
4. Prepare the the BW900 for your PC
   a. Press the central blue button on the Zoom Switch until the LED illuminates red.
   b. Be sure your Zoom Switch is attached to your pc and drivers installed (this occurs automatically)
   c. Start Dragon NaturallySpeaking and create a new user (NaturallySpeaking > Manage Users > New)
   d. Select bluetooth microphone as the dictation source (see figure below)
e. In the next step, choose the Zoom Switch as your sound system. It will show up as “C-Media USB Audio Device” in the Windows XP operating system.
Continue training for a new user, following all instructions and reading appropriate training text.
Using the BW900 Wireless Microphone:

With your PC (for speech recognition and other PC applications):

1. Be sure your microphone is fully charged
2. If using the Zoom Switch, push the blue button on the Zoom Switch as needed to make the LED red
3. Remove the microphone from the cradle/charger and mount on your ear, placing the end of the boom about ¾ inch from the side of your mouth
4. Activate the Bluetooth connection by pressing either the base station or headset hook button marked by (2) and (4) in the diagram below. Upon doing so, a small icon will shine blue on the base station below the hook button. This signifies communication between the headset and

5. Use the microphone with dragon as you would with any other microphone
Adjusting the BW 900 to your office phone

To ensure optimum intelligibility, adjust the BW 900 system to your phone as follows:

- Press the headset/handset switch 1 to the “down” position. The connection to the headset can be established.
- Put on the headset and adjust it for comfort.
- Press the headset hook button 4 or the base station hook button 2. A wireless link is established between the headset and the base station.
- Pick up the phone handset from its cradle.
- Adjust the telephone adjustment switch 1 so that the dial tone can be heard loud and clear in the headset.
- Turn the microphone volume knob 6 to position 1.
- Make a test call to someone while adjusting the microphone sensitivity.
- Speak to the other party by alternately using the handset (headset/handset switch 1 is in the “up” position) and the headset (headset/handset switch 1 is in the “down” position), always starting with the handset.
- Turn the microphone volume knob 6 so that the other party can hear you at a comfortable level, whether you use the headset or the handset.
- Hang up the phone and press either the headset hook button D or the base station hook button D.
# Button overview

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<tr>
<th>Button</th>
<th>Function</th>
<th>See</th>
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<td>Headset/handset switch 1</td>
<td>• toggle between the office phone handset (up position) and the BW 900 headset (down position)</td>
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| Base station hook button 2          | • accept an incoming call  
  • end a call                                           | page 15   |
|                                     |                                                                         | page 16   |
| Headset hook button 4               | • accept a call  
  • end a call  
  • toggle between Bluetooth device and office phone  
  • redial with Bluetooth device  
  • activate voice dialling               | page 14   |
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| Multi switch 3                      | • adjust the volume (up/down)  
  • mute the headset microphone or acoustic signals (push)  
  • reject calls from the Bluetooth device (push)  
  • switch on/off (push until LED flashes 3 x blue: on – red: off) | page 17   |
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