Using a Bluetooth speaker

This tutorial will show you how to connect a Bluetooth speaker to your device and how to use it. It will mainly focus on mobile devices sine people will most likely be using those rather than a laptop or desktop computer.

Notes:
There are a variety of Bluetooth speakers available. They operate in a similar fashion and are all connected to devices in the same way.

The photos used here were taken on an iPad and iPhone. The process is very similar on Android devices.

Getting to know your speaker

This is what a Bluetooth speaker might look like.

Bluetooth speakers also come in pill and shorter cylinder shapes. They usually have volume buttons on the top or side and buttons for powering it on and for initiating pairing. There is also a port for connecting a charging cord.
To use your speaker you press the power button and then the pairing button.

In this version, the power button is the one near the bottom of the picture and the pairing button is near the top.

When the pairing button is pressed a light will blink, letting you know it is active.
Go to the settings app on your phone or tablet and look for Bluetooth settings.
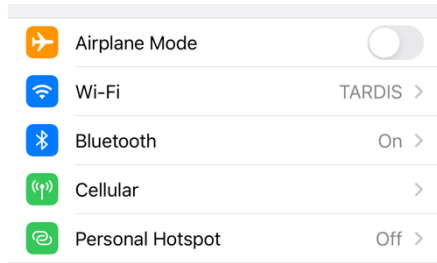
Tap on the Bluetooth link. A screen like this will open up.
It will show the devices you have connected and give you the option of connecting other devices.
In iOS nearby devices automatically show up when Bluetooth is turned on. In Android you may
have to tap a button to search for devices.
Look for your device in the list and tap on its name.
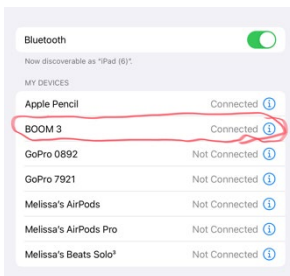
It should pair with your phone or tablet. The list will show "Connected" when it is.
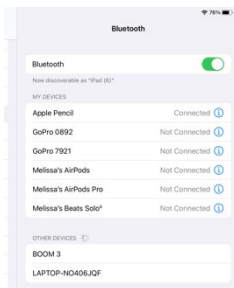
For more options you can tap on the blue "I" icon at the right of your device's listing.
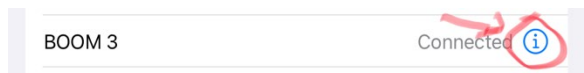
This opens another menu. If you wanted to disconnect your speaker or give it a different name
you would do that here. You can control speaker volume by the buttons on the device. Some
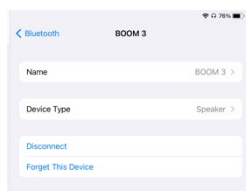
speakers also can be controlled by an app on your phone.

**Using a Bluetooth speaker with a computer**

Using a Bluetooth speaker with a laptop computer is just as simple as using it with a mobile device.

Go to the "settings" app on your computer.
On a Windows computer you would click on the start button in the lower left corner and look for "Settings" in the start menu.
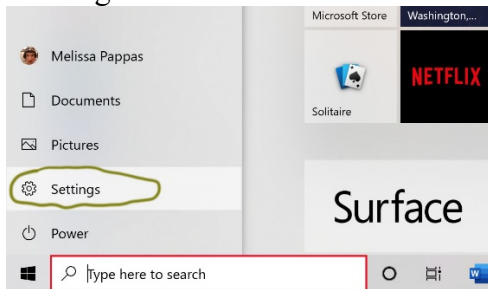
On a Mac you would go to the "settings" app on the dock or use the Bluetooth icon at the top of the screen. (Depends on which version of Mac OS you are using.)
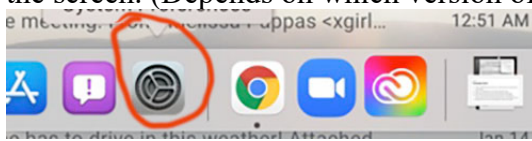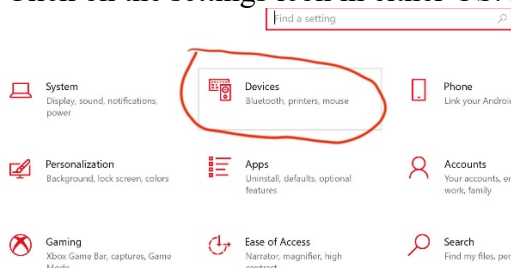
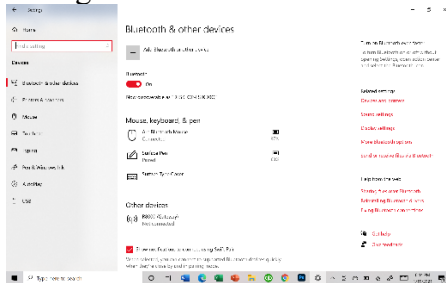 Here is part of the dock with the settings icon circled.

 Here is what the icons on the top bar look like.

Click on the settings icon in either OS. In windows you will be taken to the settings screen.
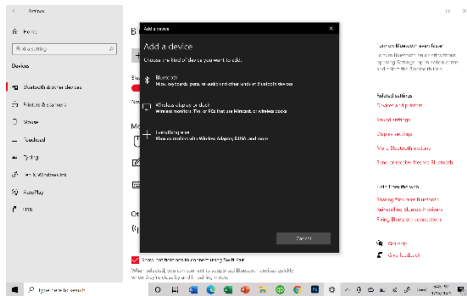
 Go to Devices. This will take you to the Bluetooth settings.

 Click on the plus icon near the top to add a new device. If you have previously connected a device to the computer it will show up in the device list.
When you click on the add a device link, another window will pop up.

 Click on "Bluetooth".

Press the pairing button on the speaker. The computer should see the speaker and pair with it. If it is successful you will see the speaker in the device list and it will say "connected"

On a Mac if Bluetooth is turned on and you press the pairing button your speaker should connect automatically.
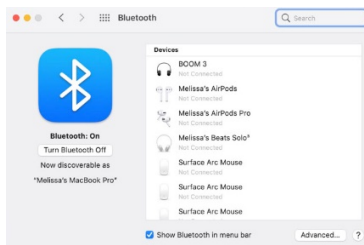To turn on Bluetooth/ check on settings you would use either the settings icon or the Bluetooth icon as described above.
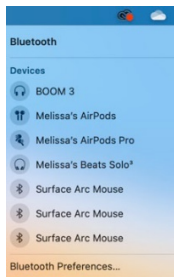If you go to the settings menu you will see this screen.
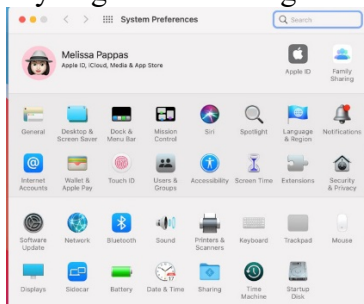
  Click on the Bluetooth icon.

You will be taken to this screen.

 You can see and manage connected devices here and turn Bluetooth on and off. Clicking on the Bluetooth link in the top menu bar also brings up a management

 menu. You will see an icon by devices that are connected. (In this picture none of these devices are currently connected.) You can click on a device's name to connect it. (Assuming it is turned on and in range.)