

Set Up Azure Speech and OpenAI API

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HELPER BOT BETA

Service Overview

Helper Bot	>	Azure Speech: transcription	>	OpenAI API: answer generation
Important ChatGPT Plus and OpenAI API billing are separate.				

Azure Speech Setup

- 1 Sign in to Microsoft Azure.
- 2 Create a **Speech** resource.
- 3 Select your subscription and resource group.
- 4 Choose a nearby supported region.
- 5 Choose the Free F0 tier when it is available.
- 6 Create the resource.
- 7 Open **Keys and Endpoint**.
- 8 Copy **Key 1** and the **Region** value.
- 9 In Helper Bot, open **Settings > Speech Recognition**, enter the region and key, then select **Update Key**.
- 10 Select your audio devices and run **Test Speech**.

Common Azure mistakes

Entering the endpoint URL instead of the region; using a mismatched region; copying extra spaces; choosing a different Azure service; or exhausting the free quota.

A free F0 tier may be available. Limits, regions, and pricing can change, so you are responsible for avoiding unintended paid usage.

OpenAI API Setup

- 1 Sign in to the OpenAI Platform.
- 2 Open billing.
- 3 Add prepaid API credit.
- 4 Start with about USD \$10 for beta testing.
- 5 Set conservative limits or alerts where available.
- 6 Open API Keys.
- 7 Create a key for Helper Bot.
- 8 Copy it immediately; you may not see the full key again.
- 9 In Helper Bot, open **Settings > AI Assistant**, enter it in **Update API key**, then select **Update Key**.
- 10 Check the AI status and meeting readiness.

Common OpenAI mistakes

Having ChatGPT but no API billing; no remaining balance; a revoked, incomplete, or masked key; or incomplete account/payment verification.

Keep Credentials Safe

Protect your keys

Never send keys to the developer or include them in feedback or screenshots. Revoke an exposed key immediately. Dedicated Helper Bot keys are sensible where practical.

Helper Bot stores saved Azure Speech and OpenAI keys in Windows protected storage for the current Windows user, displays them as masked values, and lets you remove them in Settings.