

Configuring Audio For Adobe Connect VOIP Meeting In Windows 7

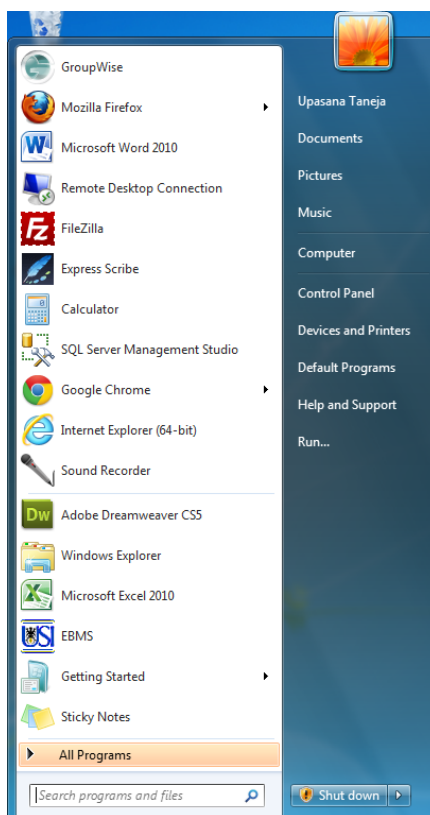
Part of the Adobe Connect 9 software includes functionality to support full audio in addition to chat areas, shared spaces, and video. The technology that makes this possible is Voice-Over-IP (VOIP). VOIP is an alternative to the standard telephone system in that the transmission of audio signals is via the Internet rather than telephone lines. As part of Adobe Connect, there are no additional charges per minute of audio as there might be using traditional conference calling. VOIP is ideal for broadband connection.

Because many modern desktop and laptop computers have several different audio and video components, especially with the addition of external web cameras, a series of configuration steps may be necessary inside and outside of the Adobe Connect Software to ensure a smooth VOIP session.

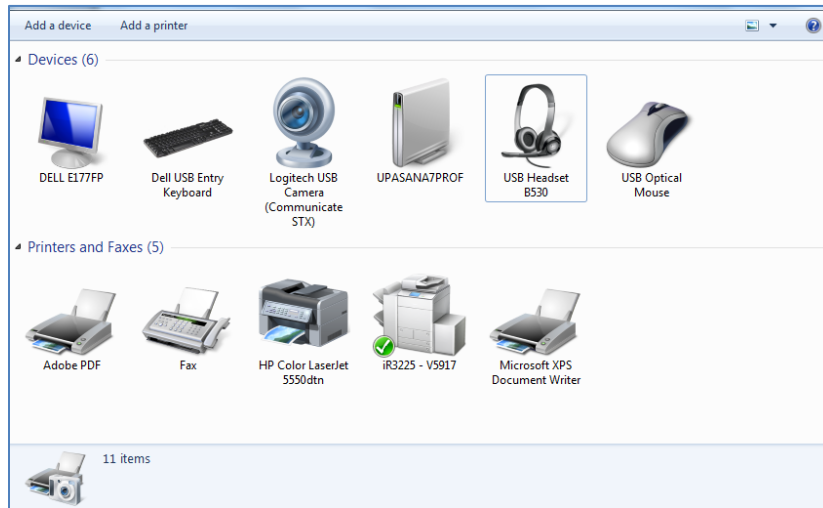
In most cases, the most satisfactory experiences with VOIP will be using a headset/microphone. This combination eliminates most feedback and echo and provides the clearest VOIP experience. Following instructions provide a guideline to configure Windows 7 system for use with an Adobe Connect meeting using VOIP. Your hardware will no doubt be different, but the general principles should apply.

Configure Your Windows 7 Audio System:

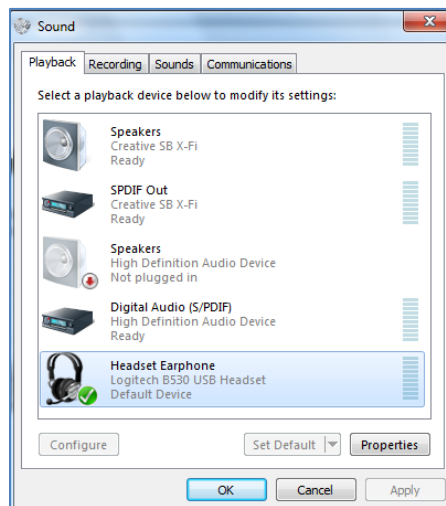
Step 1: Select the Start Menu, then Control Panel.



In *Hardware and Sound* section click *Devices and Printers*. On the next screen all the devices connected to your computer are listed. In the Devices section select your current audio device connected to your computer you will use for the Adobe Connect meeting.

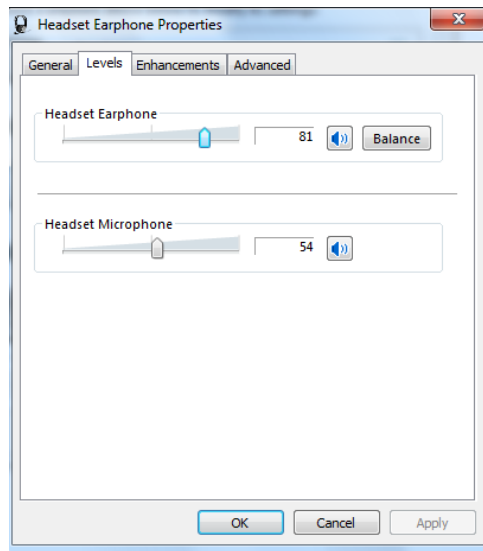


Right click the device and select *Sound Settings* in the pop-up menu. In the Sound window select your audio device from the list and click *Properties* button.



On the next screen select the *Levels* tab. Ensure that Headset Earphone and Headset Microphone are not muted. To unmute click on the volume icon. You may adjust the volume levels for your earphone and microphone. Click Apply and *OK* when you are done.

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You will return to the Sound window. Click *Apply* and *OK* if you are satisfied with your settings.

Now that you have configured your Windows 7 audio system settings, the next step is to launch the Connect meeting and run the Audio Setup Wizard.

Step 2: Configure Adobe Connect Audio

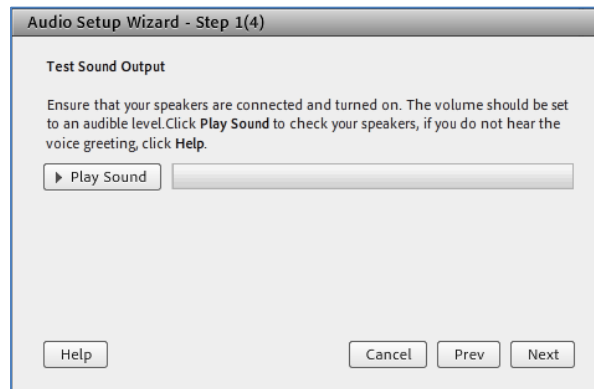
Launch or join the Adobe Connect Meeting. Select *Meeting* dropdown menu and select *Audio Setup Wizard* in the pop-up menu. For presenters and attendees the meeting menu options would be different.



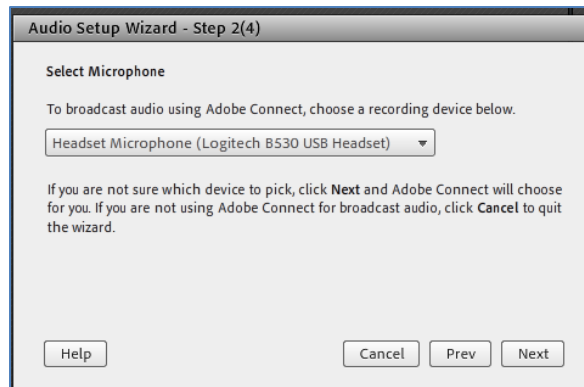
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Click the *Play Sound* to be sure you hear audio from the appropriate output (most likely, your headset earphones). If you do not, check your connections (audio plugs) and your system settings (see Step 1). Click *Next* when finished.

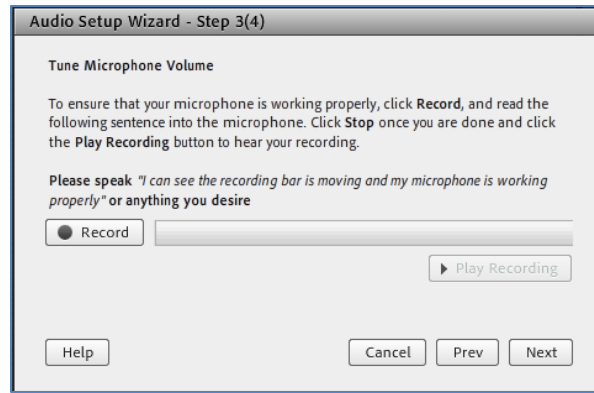


Select the microphone source you would like to use. If you are using stereo style plugs in headphone and microphone jacks, you will most likely choose the selection that has the name of your computer sound card. If you are connecting your USB headset (or using another method) select the appropriate choice from the dropdown. Click *Next*.

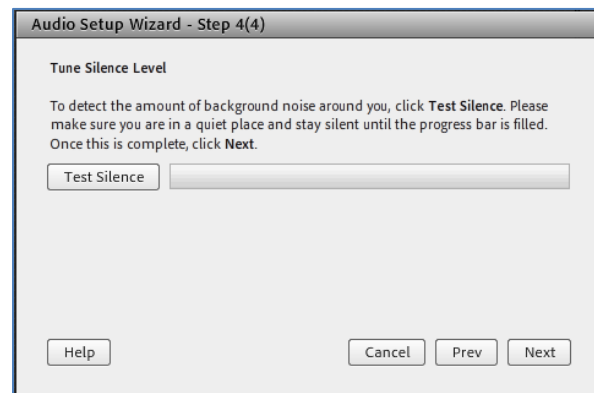


Press the *Record* button and speak into the microphone. The bar next to the record button should light up as you speak. If it does not, check your connections, be sure your headset does not have a mute button, try going back a screen and verifying the proper microphone selection, or return to Step 1 for system settings. Click *Next*.

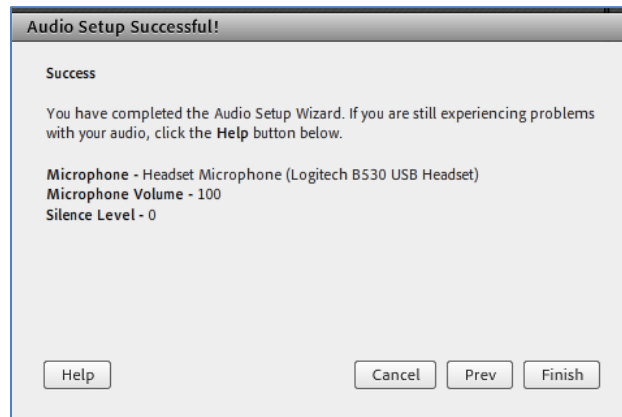
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


Click the *Test Silence* button to tune your microphone to the background noise. Click *Next* when finished.



Click *Finish* to close the Audio Setup Wizard. If you still have audio problems, click *Help* in Success screen.



To turn on your microphone, click  icon and select *Connect My Audio* and speak into the microphone to transmit audio over VOIP. This function is referred to as Push-To-Talk (PTT) and can prevent some talk over and background noise issues.

