Configuring Windows Audio

Part of the Adobe Connect Professional 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.

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 issues and provides the clearest audio experience. The following instructions provide guidelines for configuring a Windows XP machine for use with an Adobe Connect Meeting using Voice-Over-IP (VOIP). Your hardware will no doubt be different, but the general principles should apply.

Step 1: Configure Your Windows XP Audio System

Select the Start Menu, then Control Panel.
Double Click “Sounds and Audio Devices” or “Sounds, Speech, and Audio Devices” then “Sounds and Audio Devices.”

Step 2: Set Properties

On the Volume tab, verify that your Device Volume is set somewhere between Low and High (A), and that the Mute checkbox is unchecked (B). In the section called Device Volume, select the Advanced... button (C).
Step 3: Set Speaker Volume (for your headset)
In the “Master Volume” window, be sure that none of the audio formats are muted.

Close this window to return to the Sounds and Audio Devices Properties.

Step 4: Select the Audio Tab

Sounds and Audio Devices Properties:

A. For Sound Playback, be sure your headset is selected as the playback device. Click the “Volume” button for the first device.

B. For Sound Recording, be sure your Microphone is selected; the volume is turned up, and is not muted.

Close this window to return to the Sounds and Audio Devices Window.
Step 5: Set Advanced Properties

Use the Sound recording Default Device drop down box to select your headset device, then the "Volume" button. Be sure once again that the **Microphone** is selected, **not muted**, and volume turned up.

If there is only one choice in the Default Device drop down box, you do not need to make any further adjustments.

Click **Apply**, and then **OK** when finished.

You are now ready to run the *Audio Setup Wizard* in your Adobe Connect meeting room.

This completes the tutorial, "Configuring Windows Audio."