Configure Connect Audio and Video

Before completing these steps you should already have configured your operating system’s audio settings. See the tutorial “Configuring Windows Audio” or “Configuring Mac Audio” for more information.

Step 1: Connect Audio Wizard

To record audio or use VOIP (voice over IP) in a live meeting, configure your audio settings in Connect.

In a Connect meeting room, from the Meeting menu, click Audio Setup Wizard.

Step 2: Start the Wizard

Click Next.
**Step 3: Audio Output**

Click the **Test** button 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 the tutorial "Configuring Audio for Success in Adobe Connect" for more information.)

Click **Next** when finished.

**Step 4: Select Microphone**

Select the microphone 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 headset (or using another method) that uses a USB connector, choose the selection called “USB Audio Device” (or similar). (The microphone should be the same as the one you selected in the **Sounds and Audio Devices** control panel.)

Click **Next**.
**Step 5: Test Microphone**

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 “Configuring Audio for Success in Adobe Connect” for your system settings.

If the bar lights up, press the “*Stop*” button, then the “*Play*” button and verify that you can hear the recording. Then click *Next*.

**Step 6: Test Silence**

Click the Test Silence button to tune your microphone to the background noise.

Click *Next* when finished.

On the next step, click *Finish*.
Step 7: Camera and Voice

As a meeting host or presenter, you have access to the Camera and Voice pod (whether or not you have a camera).

If necessary, open a Camera and Voice pod from the Pods menu.

Lock the Talk Button

A "Talk" button appears at the bottom of your meeting room. Press the Talk part of the button and speak into the microphone to transmit audio over VOIP during a live meeting.

This function is referred to as Push-To-Talk (PTT) and can prevent some talk-over and background noise issues. If these issues are not a problem, users can press the lock icon next to the Talk button to lock the Talk button On.

When locked, the Talk button keeps an open line to the microphone so that any sounds picked up by the microphone are transmitted over VOIP.

Use the Lock icon when recording a presentation.
Step 8: Select the Camera

In many situations, a web camera is not required. A “share” pod with a photo of yourself is sufficient to personalize your presentation. To use a web camera, you must select the camera in your meeting room.

Under the Meetings menu, select Manage My Settings, then Select Camera.

Step 9: Enable the Camera

The Adobe Flash Player Settings window opens to the camera tab. Select your web camera from the drop menu.

Note: On a Mac, a built in i-Sight camera may be listed as a USB device.

Click the webcam image with the blue background. The image captured by your camera will appear.

Optional Audio Setting:

Click the Microphone tab, and enable the option to “Reduce Echo.” This may improve the quality of the audio from your mic.

Close the Adobe Flash Player Settings window when finished.
Step 10: Control the Camera
Use the icons on the webcam panel to manage the camera.

A. Turn off the camera  
B. Capture a still image from the camera.

This completes the tutorial “Configure Connect Audio and Video tutorial.”