

## Choosing an audio input and setting its levels in Adobe Connect

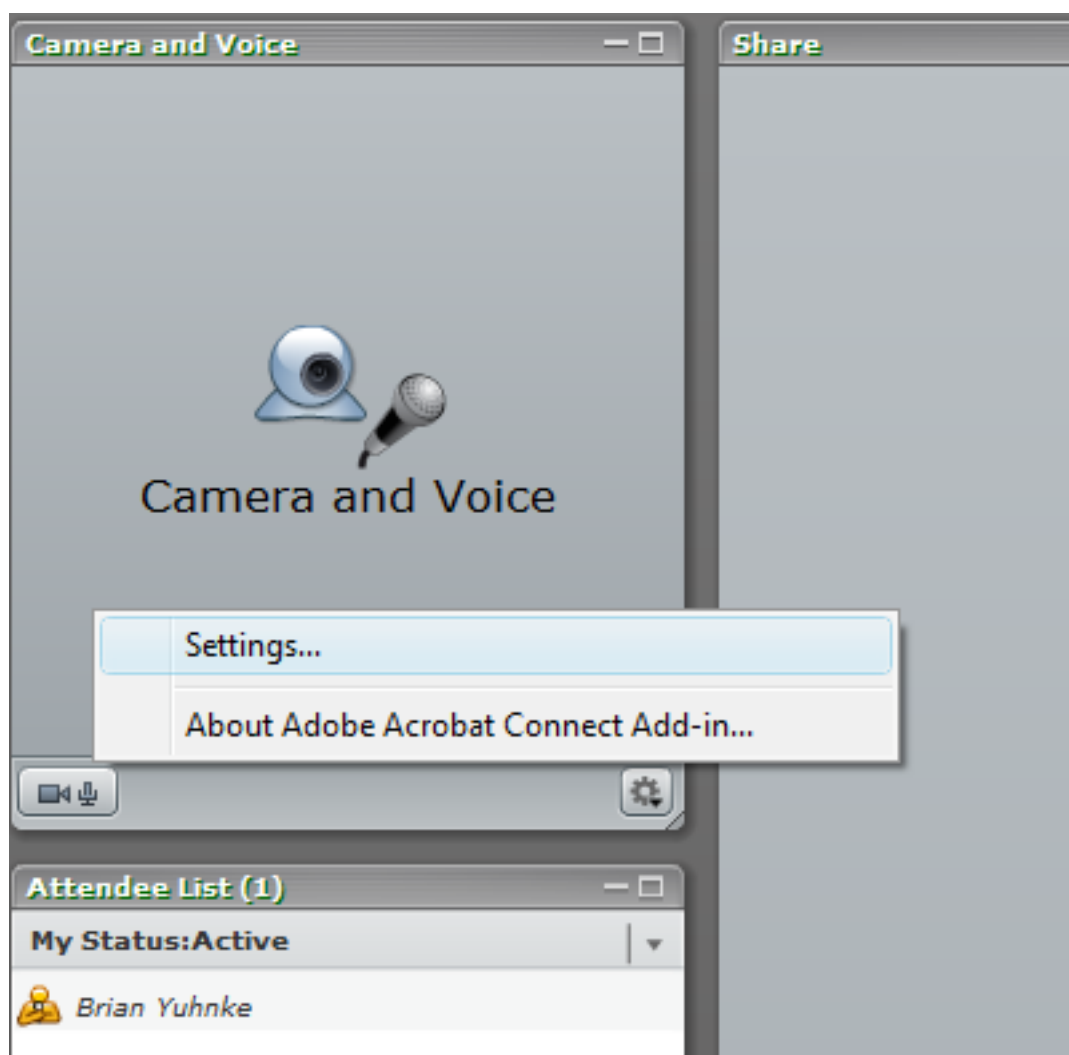
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Many computers have more than one audio input associated with them. It can be a standard microphone, webcam microphone or even a line input (audio device connected to the soundcard such as an iPod.) This job aid will help you select your correct audio / microphone input and properly set its levels.

### Login to a Meeting Room

Before you can adjust your microphone/input settings you must be in an Adobe Connect Meeting Room

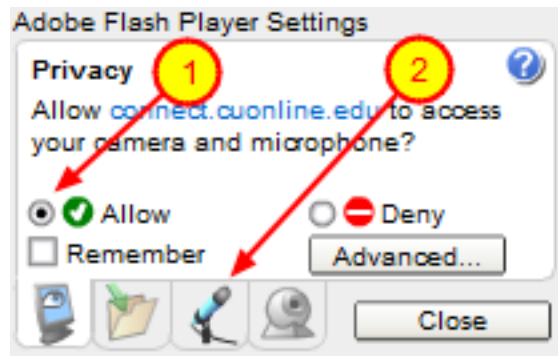
### Right click and select "settings"



Once you are in the meeting room, make sure your "Camera and Voice" pod is displayed. It can be found by selecting the "Pods" tab and choosing "Camera and Voice."

Right click (apple + click on a Mac) anywhere on the camera and voice pod and choose "settings."

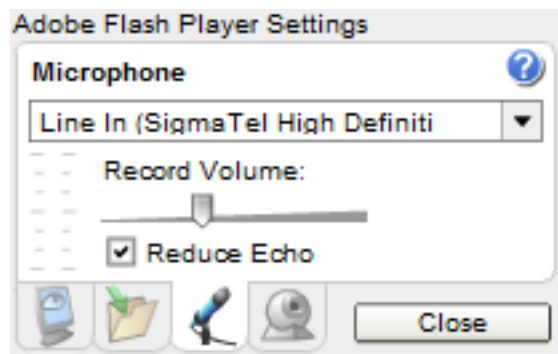
## Settings Panel



The settings box will appear in a popup.

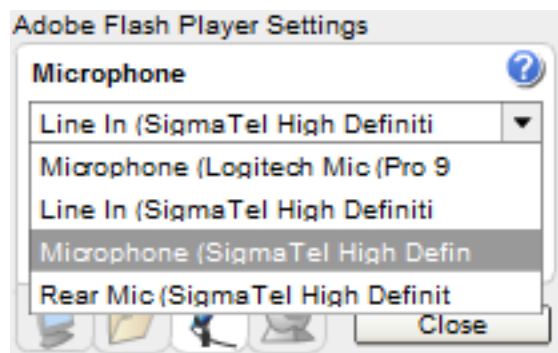
1. make sure "allow" is checked. This will give Connect access to your camera and microphone.
2. Choose the microphone tab.

## Microphone Settings Panel



From this box you will select your microphone/input and adjust the audio levels from that device.

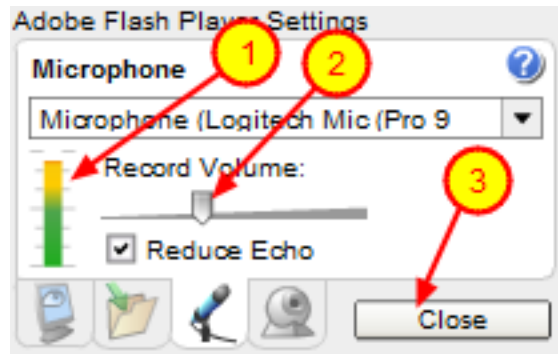
## Select your audio input from the dropdown.



The dropdown will display the default audio device. Many times this may not be the microphone/input you want. Use the drop down to select from the list of installed microphones/inputs that you wish to use.

Note: not all computers have the same audio devices.

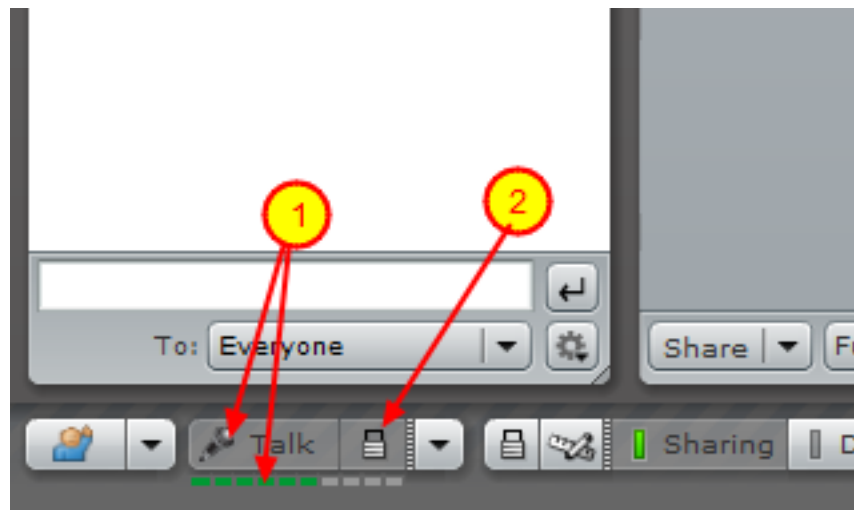
## Set your levels



If you have selected a microphone, begin speaking into it, if you selected a line input, start the audio device.

1. You should see the meter on the left registering with a multi-colored bar. (if you do not see any input registering on the meter, you may have selected the wrong microphone/input from the dropdown.)
2. You can adjust the levels by using the slider. A good level is to have the audio average in the middle (yellow) and peak occasionally at the top (red.)
3. When you are happy with your levels click the "close" button to exit the settings panel.

## Start your audio.



You can now use the "Talk" button located at the bottom left corner of the Connect meeting room to send audio from your microphone/input.

1. Hold down the "Talk" button (by clicking and holding down the mouse button) and begin to speak. The green meter will register verifying you are sending audio. If you let go of the mouse button you will stop sending audio (like a Walkie Talkie.)
2. Click the "hands free" button once to send audio continuously. Your microphone/audio input will

continue to send audio until you click the "hands free" button again.