Using Audio

In the Adobe Connect Meeting, users can broadcast audio and video feeds, as long as the host has allowed for the functions to be used in the meeting. Depending on the selected access, Hosts, Presenters, and even Attendees may be able to broadcast audio.

Below are the types of broadcasts available through Adobe Connect:

- **Telephone Conferencing**: Beneficial for many-to-many meetings where all attendees have the option of talking.

- **Voice over IP (VoIP)**: Beneficial for one-to-many meetings where a Host is the main speaker, providing a one way flow of information. This option is also beneficial for many-to-many discussions in small groups.

Using the Audio Set Up Wizard to Set Up the Microphone

If these instructions have been followed, and you are still having issues, view the Audio Troubleshooting page for more help.

1. **Launch Audio Setup Wizard**

   *From the menu bar, select Meeting, then Audio Setup Wizard.*

   ![Audio Setup Wizard for Host](image)

   ![Audio Setup Wizard for Participant](image)
The **Audio Setup Wizard** pop-up appears.

Click **Next**.

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2. **Test Sound Output**

The **Test Sound Output** screen appears.

*Read the description then click on **Play Sound***

Click **Next** if the test was successful, or **Help** for more information.

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3. **Select Microphone**

The next screen in the **Audio Setup Wizard** is the **Select Microphone** screen.

*Select a microphone from the list, or click **Next** and have Adobe Connect choose the microphone for you.*

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4. **Tune Microphone Volume**

The **Tune Microphone Volume** screen appears.

*Click **Record** and read the sentence.*

Note: the horizontal meter shows your sound strength. If it does not change as you are speaking, or stays very low, you may need to check your microphone.

Click **Stop**. Click the **play** button to see if you can hear the recording.

*If the test was successful, click **Next**.*
5. Tune Silence Level

The Tune Silence Level screen appears.

Stay silent and click Test Silence.

Click Next when the test is complete.

Audio Setup Wizard - Step 4(d)

Tune Silence Level

To detect the amount of background noise around you, click Test Silence. Please make sure you are in a quiet place and stay silent until the progress bar is filled. Once this is complete, click Next.

Test Silence

Help Cancel Prev Next

6. The Audio Setup Wizard is complete.

Click the Finish button to return to the meeting room.

Audio Setup Successful!

Success

You have completed the Audio Setup Wizard. If you are still experiencing problems with your audio, click the Help button below.

Microphone - Default
Microphone Volume - 100
Silence Level - 0

Help Cancel Prev Finish