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.*
The **Audio Setup Wizard** pop-up appears. Click **Next**.

### 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.

### 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.

### 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**.

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**Audio Setup Wizard**

- **Welcome**
  - The Adobe Connect Audio Wizard will help setup and tune your audio devices for use with Adobe Connect.
  - Click **Next** to proceed, if at any point your audio doesn’t work as expected, click **Help** for troubleshooting tips.

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**Audio Setup Wizard - Step 1(4)**

- **Test Sound Output**
  - Ensure that your speakers are connected and turned on. The volume should be set to an audible level. Click **Play Sound** to check your speakers, if you do not hear the voice greeting, click **Help**.

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**Audio Setup Wizard - Step 2(4)**

- **Select Microphone**
  - To broadcast audio using Adobe Connect, choose a recording device below. Choose your recording device.

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**Audio Setup Wizard - Step 3(4)**

- **Tune Microphone Volume**
  - To ensure that your microphone is working properly, click **Record** and read the following sentence into the microphone. Click **Stop** once you are done and click the **Play Recording** button to hear your recording.

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**Audio Setup Wizard - Step 4(4)**

- **Test Sound Output**
  - Ensure that your speakers are connected and turned on. The volume should be set to an audible level. Click **Play Sound** to check your speakers, if you do not hear the voice greeting, click **Help**.
5. Tune Silence Level

The Tune Silence Level screen appears.

Stay silent and click Test Silence.

Click Next when the test is complete.

6. The Audio Setup Wizard is complete.

Click the Finish button to return to the meeting room.