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.

**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.**

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

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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**.

**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.

Please speak: "I can see the recording bar is moving and my microphone is working properly" or anything you desire.

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

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.

Please speak: "I can see the recording bar is moving and my microphone is working properly" or anything you desire.
5. Tune Silence Level

The Tune Silence Level screen appears.

*Stay silent and click Test Silence.*

*Click Next when the test is complete.*

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### 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**

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### 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**

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6. The Audio Setup Wizard is complete.

*Click the Finish button to return to the meeting room.*