Configure Audio Settings

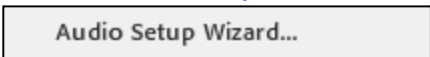**Concept**

Hosts and presenters have the ability to speak in meetings using a microphone or headset. It is a best practice to configure your machine's audio settings before the meeting starts. This topic explains how to use the Audio Wizard in Adobe Connect to configure audio settings for optimal performance.

Procedure

Use these directions to configure the audio settings for your headphones and/or microphone in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host. See the topic called *Opening a Meeting* for directions.
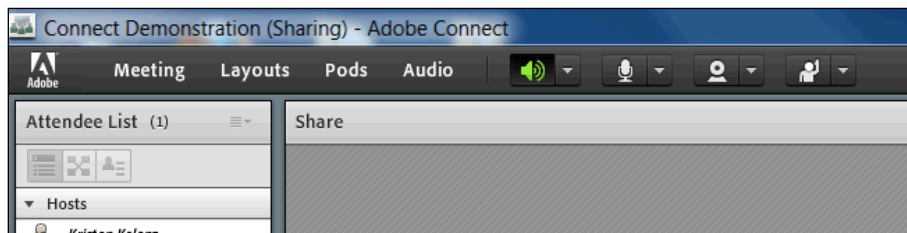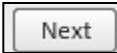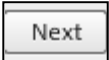

Step	Action
1.	Click the **Meeting** menu. **Meeting**
2.	Click the **Audio Setup Wizard** list item. Audio Setup Wizard...

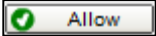| Step	Action
3.	The Audio Setup Wizard window appears. Before proceeding, ensure that any audio devices (e.g. microphones, headsets) are plugged into your machine. Click the **Next** button. [Next]
4.	You are prompted to test the sound output on your machine. Click the **Play Sound** button. [▶ Play Sound]
5.	An audio test begins. You should hear music coming from your speakers or headset.
6.	If you do not hear sound once the test has completed, click the Help button. If the test was successful, click the **Next** button. [Next]
7.	Click the dropdown menu to select the microphone that you will use during the meeting. If you will not be using a microphone, or if you want Connect to use your default device, do nothing. Click the **Next** button. [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**

[● Record] [   ]

[▶ Play Recording]

[Help]   [Cancel] [Prev] [Next]

Step	Action
8.	You are prompted to test your microphone.
	Click the **Record** button and speak at your normal level to begin the test.
	● Record

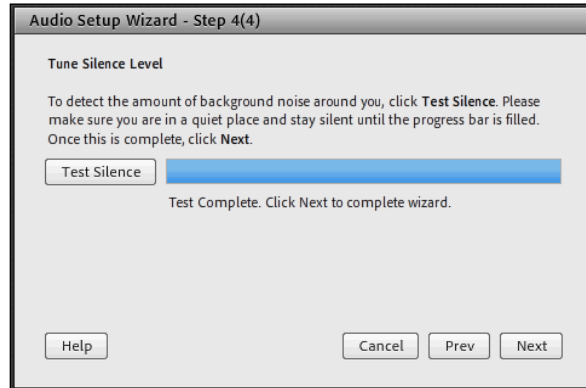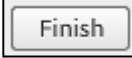| Step	Action
9.	A Flash Player permission request may appear. If it does, click the **Allow** button.
	✓ Allow

> The Flash player settings can also be accessed by right-clicking anywhere inside the meeting screen and clicking Settings.

Step	Action
10.	Click the **Stop** button to complete the microphone test.
	■ Stop
11.	If you do not see movement in the recording bar or hear sound when you click the **Play** button, click the **Help** button for assistance.
	If the test was successful, click the **Next** button.
	Next
12.	You are prompted to test the background noise around you.
	Click the **Test Silence** button and remain silent until the test is finished.
	Test Silence

Step	Action
13.	When the test is complete, click the **Next** button.
14.	If the audio setup wizard did not completely set up your microphone or headphones, click the **Help** button for guidance. Click the **Finish** button to complete the Audio Wizard.
15.	This completes the process of configuring audio settings for an Adobe Connect meeting. **End of Procedure.**