

## Adobe Connect Audio Settings

Adobe Connect Hosts, Presenters, and Participants should complete the Audio Setup Wizard prior to each meeting to ensure that microphone and speakers are properly configured. A hard wired headset with a USB connection is recommended for best results.



- [Audio Setup Wizard](#)
- [Microphone Setup](#)

### Audio Setup Wizard

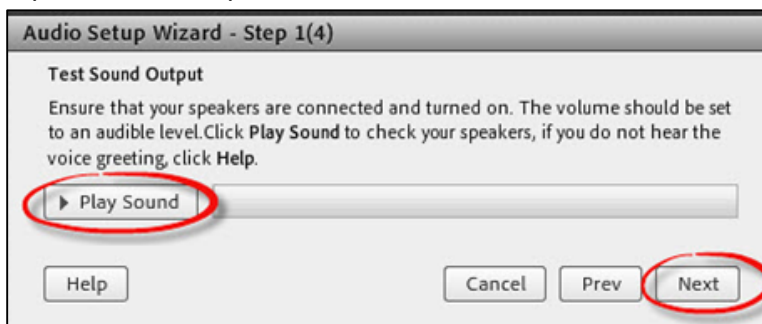
1. Click the **Meeting** tab, and select **Audio Setup Wizard** from the dropdown menu.



2. The Audio Setup Wizard dialogue box explains the setup process. Click **Next**.



3. Click **Play Sound** to check speakers. You should hear music. Adjust speaker settings and repeat until the speaker volume level is suitable.



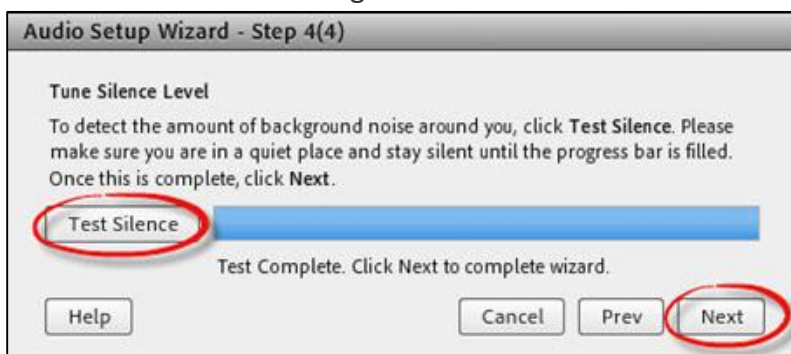
4. **Select Microphone** from the Dropdown Menu. If the list is empty, check cables to ensure that your microphone is properly connected.



5. Click **Record** to check Microphone Volume. Speak into the microphone using a normal voice. You should see the blue recording bar moving. Click **Stop** when done. Click **Play Recording** to confirm that the microphone is working properly. Click **Next**.



6. Test Silence to detect background noise levels. Click **Next**.



7. After successfully setting completing the Audio Setup Wizard, click **Finish**.

**TROUBLESHOOTING TIPS:** <http://elearn.ucalgary.ca/connection-audio-troubleshooting-guide/>

## Microphone Setup for Adobe Connect

The following microphone tips explain how to manage the microphone during meetings.



To avoid overlapping conversation, we strongly recommend that only one speaker use the microphone at a time (see: *Enable Single Speaker Mode*).

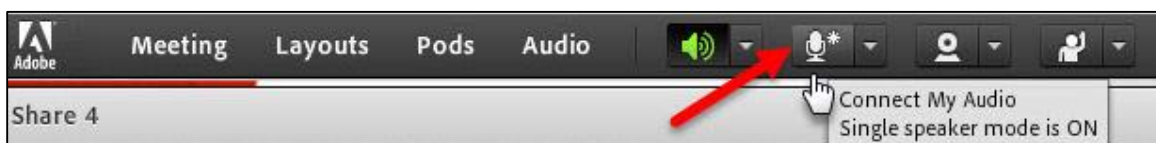
1. From the Audio dropdown menu, select **Microphone Rights for Participants**. This setting activates microphones for participants.



2. To ensure that only one person speaks at a time, select **Enable Single Speaker Mode**. This setting eliminates overlapping conversations.



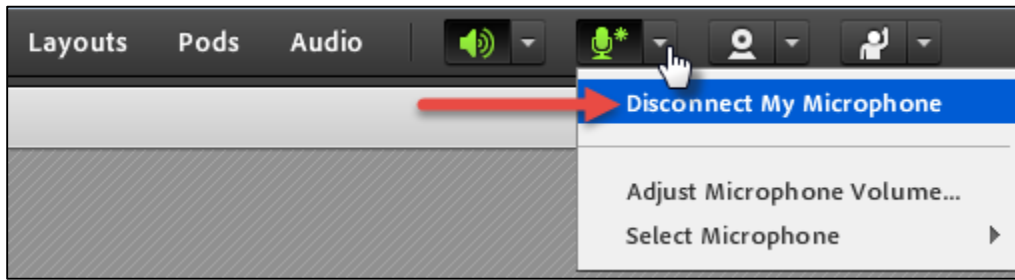
3. The participant must click the **Connect My Audio** icon in the menu bar to activate the microphone.



The icon **highlights green** when the microphone is **turned on**.



4. When a participant is finished speaking, and for others to use the microphone, the participant must **disconnect the microphone**.



5. If participants do not release the microphone, a host can take the microphone away from the participant. From the Audio dropdown menu, click **Release Mic from Speaker**



If the host has *released the microphone from a speaker*, this message will flash on the Adobe Connect screen

