
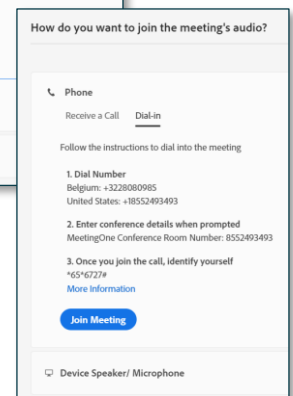
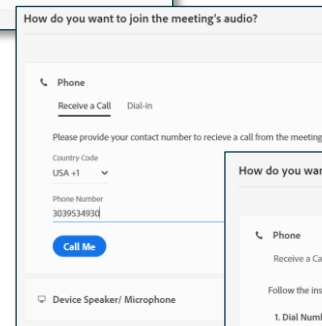
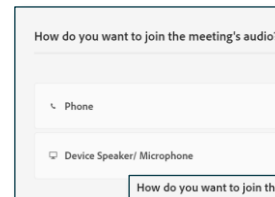
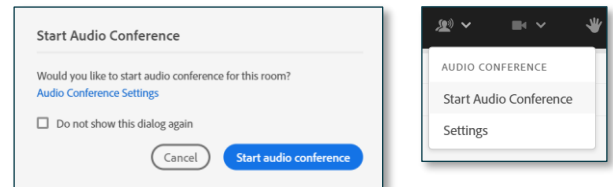


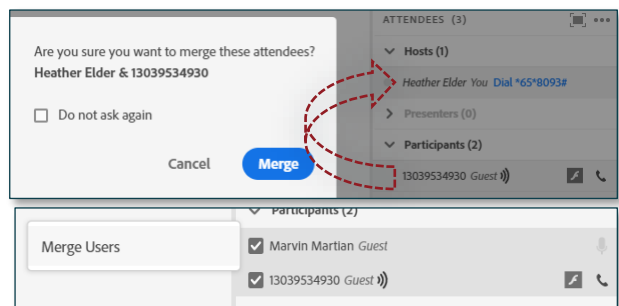
Using Integrated Audio – Complete Guide

- Once you have entered your Adobe Connect room you will need to start the audio when the session is about to begin.
**If you are doing room set up Audio should not be started.*
- Start Audio by clicking **Start audio conference** in the pop-up window or clicking the  button at the top of the screen followed by **Start audio conference**.
- Once the audio is connected you and your participants will see a pop-up window based on the options you have chosen from the **Settings Menu** (Microphone, Receive a call (dial-out), Dial-in).
**If dial in is selected, enter the identification code provided to merge your telephone number to your name. This code (i.e. *65*1234#) is a one-time use code the system uses to identify you in the current meeting room and will only work for the user for the current session.*
***Host using dial-in, it is also recommended that you enter your audio host pin followed by # to be identified as the audio host – this is not necessary if you use the receive a call option.*





Everyone will choose between **Phone** or **Device Speaker/Microphone** (depending on the type of audio selected in the audio settings menu).

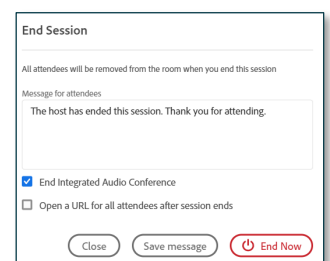
- Attendee pod:** will show you who is in the room and if they are connected via telephone by displaying a telephone next to their name.
Dial-in: If the user did not enter the identification code, they will be listed 2 times in the list, by name and by phone number.
**If you know who the phone number belongs to you can merge the two together by dragging and dropping the phone number to the name or selecting the number and name and then Merge Users.*



Device Speaker/Microphone: Will appear with a microphone icon


IMPORTANT: For breakout rooms **EVERY** participant will need to join the meeting on the same type of Audio (i.e. ALL connected via the telephone **OR** all on Microphone (VoIP)). **Combination audio does not work with breakout rooms.**

IMPORTANT: To end the Session you **MUST** click , **End Now** or  **Stop Audio Conference**. Failing to do so will result in unwanted access to the room and unnecessary audio charges.



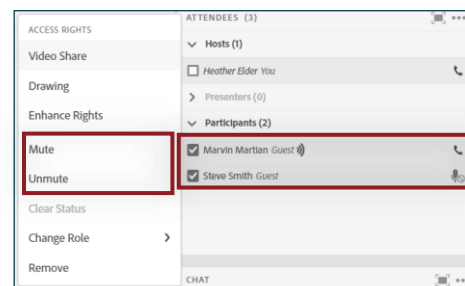
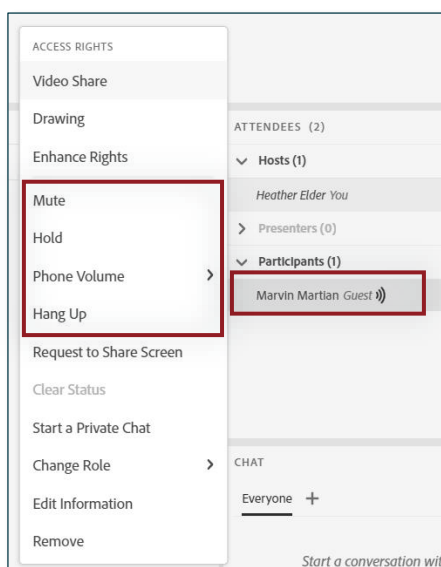
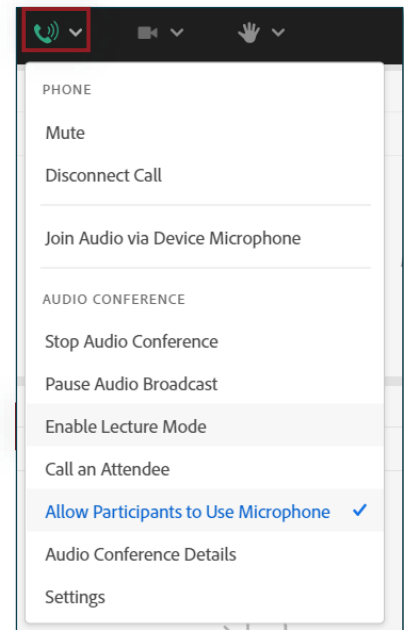
Integrated Audio Controls

Once the audio is connected, you can control audio for the entire session or individuals.

1. **Lecture Mode:** To mute everyone, select  and then click **Enable Lecture Mode**.

NOTE: This will mute ALL connections except the audio host, who dialed in and entered the host pin or dialed out and heard the prompt stating “You are now the conference host”.

2. **Individual Audio Controls:** click on the name or phone number in the Attendee Pod and select an option;
 - a. Mute
 - b. Hold
 - c. Phone Volume
 - d. Hang Up
3. **Smaller Groups** – Select the individuals you would like to Mute/Unmute, and the Access Rights menu will open.



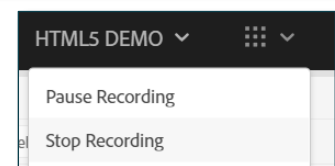
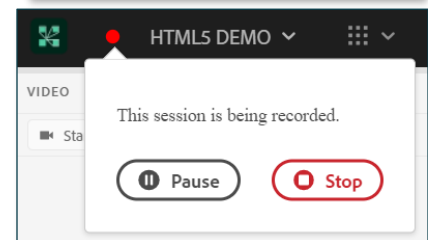
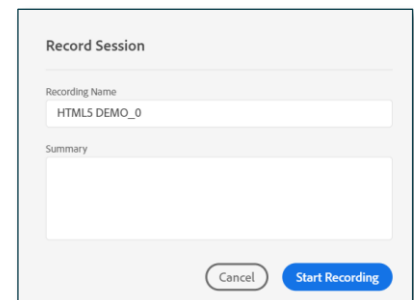
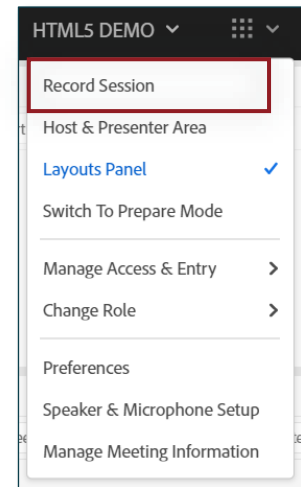
Recording a Meeting Using Integrated Audio

1. Once you have entered your Adobe Connect room and have Meeting Audio started, click the **Meeting** drop down menu and then click **Record Session**.
2. A window will appear, asking you to name your recording and provide a summary. Both are optional. To start the recording click **Start Recording**.
3. A red dot will appear in the upper left-hand corner of the meeting, notifying you the meeting is being recorded.
 - * You may also hear a recorded message stating the meeting is being recorded.
 - Note: All participants will hear this prompt, and it cannot be disabled.
4. To end your recording, you can click on the Red Dot and click **Stop**, or you can click **Meeting** and then click **Stop Recording**.


Note: Ending the meeting will also stop the recording.

***Pause Recording** does not pause the phone audio if enabled.*


Recording a meeting in Adobe Connect with Integrated Audio will capture both the web meeting AND the audio conference.



Stopping Integrated Audio

1. When you are ready to stop your meeting audio, click on the  drop down menu and then click **Stop Audio Conference**. This will disconnect everyone who joined by phone, including you as the host.

Note: Participants will still be in the Adobe Connect room unless you end the meeting.

2. You can also stop the meeting audio and close the Adobe Connect room by clicking the  and then End Now.

End Session


All attendees will be removed from the room when you end this session

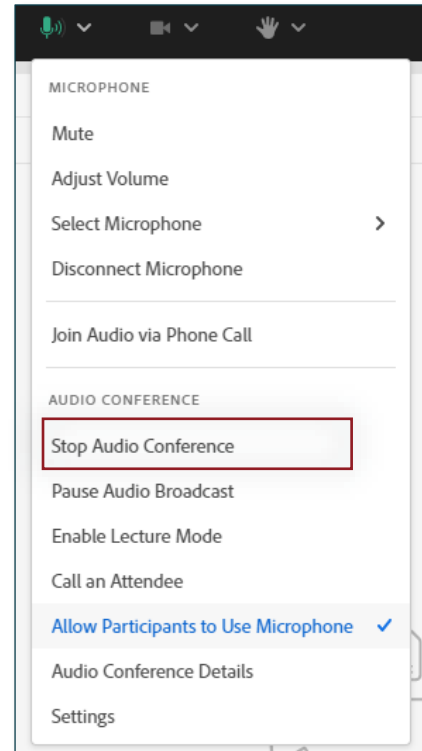
Message for attendees

The host has ended this session. Thank you for attending.

End Integrated Audio Conference

Open a URL for all attendees after session ends

Close Save message ** End Now**



IMPORTANT: You **MUST** click , **End Now** OR  **Stop Audio Conference**. Failing to do so will result in unwanted access to the room and unnecessary audio charges.