


Integrated Audio – Audio Options

Audio Profile must be set up and selected in Adobe Connect Central before proceeding

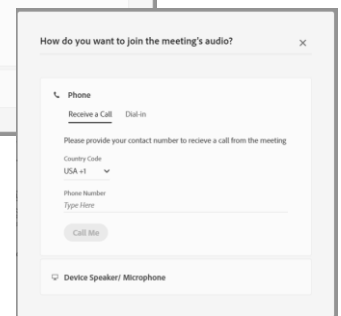
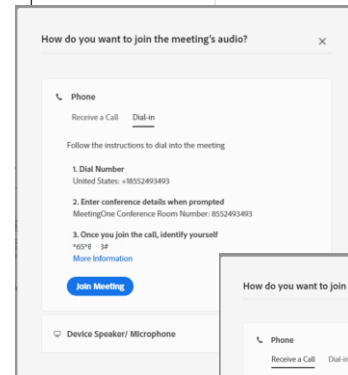
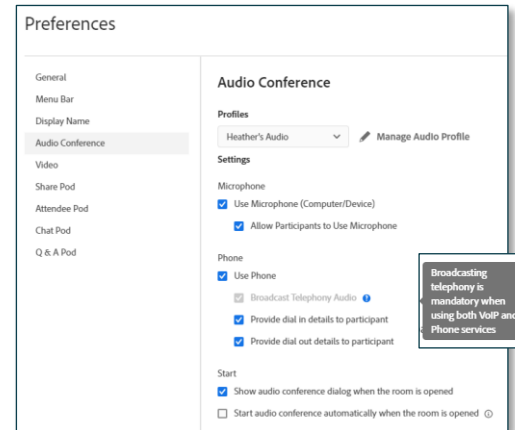
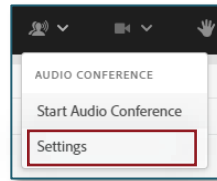
These settings must be completed BEFORE starting meeting audio

1. Click the  drop down menu
2. Click **Settings**
3. Choose your preferred **Audio Conference Settings**

Phone: (Check this to enable telephone audio)

A. Using Phone

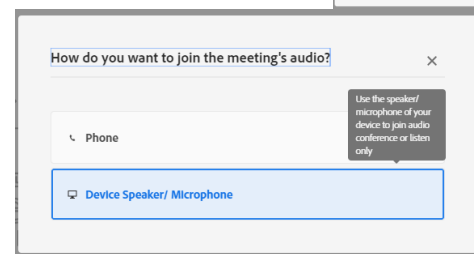
- a. **Broadcast Telephony audio** (Required for using both VoIP and Phone services)
- b. **Provide Dial-in details to participants** (Hosts/Presenters will be able to see all connection options)
 - a. **If Dial-in is selected, and audio has started the below will pop up for Participants**
 - Select **Dial-in**
 - Follow the steps outlined on the Dial-In page
 - Click **Join Meeting**
 - International Participants Can Dial Using a Local Access Number
 - Contact MeetingOne Support or visit www.meetingone.com for International Access Numbers
 - c. **Provide Dial-out option to participants**
 - d. **If Dial-out is selected, and audio has started the below will pop up for Participants**
 - Select **Receive a Call**
 - Enter Phone Number, then select “Call Me”
 - Answer your phone
 - May be prompted to press “1” to enter the conference



Microphone: Select these if anyone will be using Microphone (Computer/Device) audio for the conference

B. Using Microphone (Computer/Device) – Host/Presenter access

- a. **Allow participants to use microphones**
 - Select **Device Speaker/Microphone**
 - You are connected. Use the microphone drop down for more options
 - Best for Participants with No Phone Access
 - Completely Dependent on Internet Connectivity
 - Uses Bandwidth



Start Audio Conference Settings

- Show Start Audio Conference dialog when meeting starts
- Start Audio Conference automatically with this meeting

