

Adobe Connect Room Controls

Audio

- (

Start Meeting Audio..

Meeting

5.2

Audio options in Adobe Connect

Use the below information to setup appropriate Audio settings for your Adobe Connect room.

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

Telephony Options: (Check this to enable Audio)

- A. Using Phone
 - a. Broadcast Telephony audio (Always selected recommended)
 - b. Provide Dial-in details to participants
 - Hosts/Participants dial the access number and/or room number to join
 - International Participants Can Dial Using a Local Access Number
 - Contact MeetingOne Support or visit www.meetingone.com for
 - International Access Numbers
 - Additional Steps for Identifying/Merging Numbers.
 - See "Token ID/Merge" Document
 - c. Provide Dial-out option to participants
 - Easiest for Direct Dialing
 - Hosts/Participants enter their Phone Number, then select "Join"
 - Hosts/Participants prompted to press "1" to enter the conference

Preferences

Display Name

Microphone

Screen Share Attendees Pod

Chat Pod

Q & A Pod Whiteboard

General

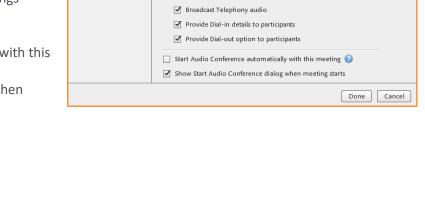
Video

VoIP Options: (Select these if you or your participants will be using VoIP audio for the conference)

- B. Using Microphone (Computer/Device)
 - a. Allow participants to us microphones
 - Best for Participants with No
 Phone Access
 - Completely Dependent on Internet Connectivity
 - See "Bandwidth Best Practices" Document for Using VoIP in
 - Adobe Connect Meetings

Start Audio Conference Settings

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



Audio Profile Settings

Manage Audio Profiles

✓ Using Phone

Audio Conference Settings

Set default settings for Audio Conference

Using Microphone (Computer/Device)

Allow participants to use Microphones

Choose an Audio Profile to associate with this Meeting Room:

MeetingOne_My Conference Line_Ded