

Starting AudioOne in Adobe Connect

Follow the steps below to start your AudioOne audio in your Adobe Connect room.

1. Once you have entered your Adobe Connect room you will need to activate the audio when the conference is about to start.

*If you are doing room set up Audio should not be activated.

2. Start Audio Conferencing by clicking **Start** in the pop-up window or clicking the **Audio** button at the top of the screen followed by **Start Meeting Audio**

3. Once the audio is connected you and your participants will see a pop-up window you can choose (based on your audio settings) **Listen Only** or you can **Dial-in** following the instructions provided in the window.

*If you dial in to the system you will need to enter the token key provided to identify yourself in the meeting. This token key (i.e. *65*1234#) is a one-time use number the system uses to identify you in the current meeting room and will only work for this user for this session.

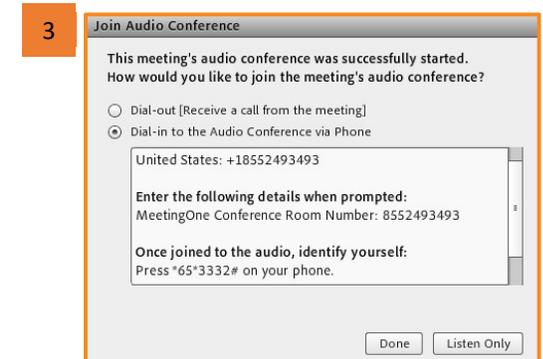
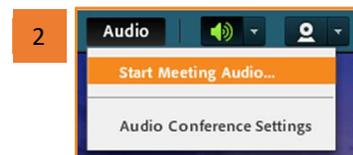
4. **Attendee pod:** will show you who is in the room and if they are connected via telephone.

Dial-in: If they did not enter the token id number, 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.

Listen Only: Will appear in the list without a phone icon.

IMPORTANT: To end the Session you **MUST** Click **Meeting, End Meeting** failing to do so will result in unwanted access to the room and unnecessary audio charges.



Muting Participants with Integrated Audio

Follow the steps below to Mute participants Using AudioOne audio in your Adobe Connect room.

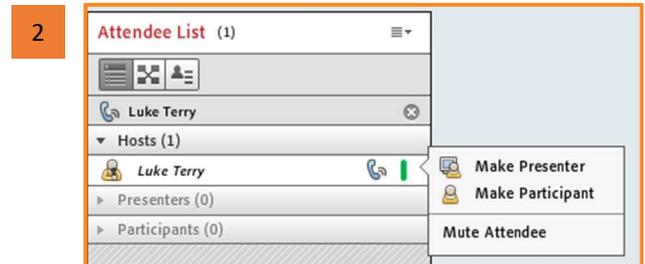
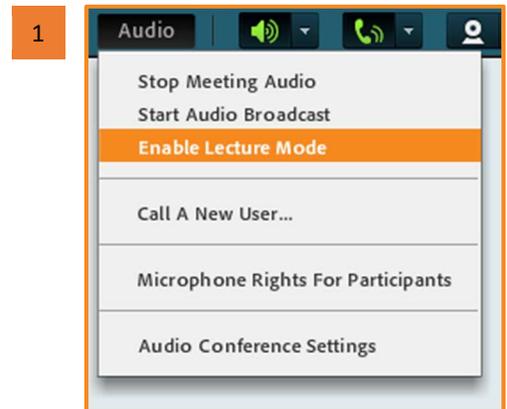
Once the audio is connected, you can mute all participants, or you can mute individual participants.

1. **Lecture Mode:** To mute all participant's phone lines, select **Audio** and then click **Enable Lecture Mode**.

NOTE: This will mute ALL participant's phone lines and automatically place newly entered participants on mute.

2. **Individually Muting:** To mute specific participants, click on their name* in the Attendee Pod and select **Mute Attendee**

**Participants names and phone numbers MUST be merged together in the attendee pod. Individually phone numbers cannot be muted.*



Recording a Meeting Using Integrated Audio

Follow the steps below to record your meeting Using AudioOne audio in your Adobe Connect

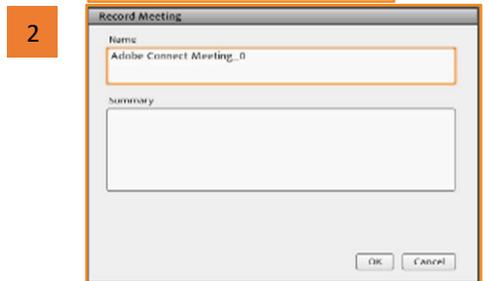
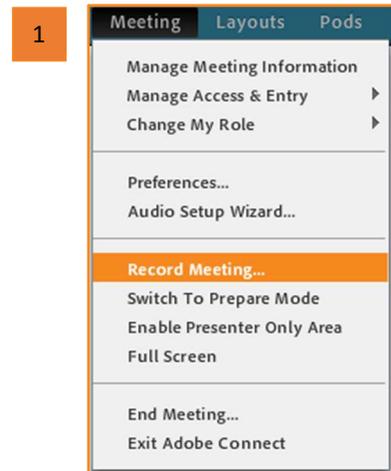
1. Once you have entered your Adobe Connect room and have Meeting Audio started, click the **Meeting** drop down menu and then click **Record Meeting**
2. A window will appear, asking you to name your recording and provide a summary. Both are optional. To start the recording click **Ok**
3. A red dot will appear in the upper right-hand corner of the meeting, notifying you the meeting is being recorded. You will also hear an audio prompt saying, "Audio For This 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 Recording**, or you can click **Meeting** and then click **Stop Recording**

Note: Ending the meeting will also stop the recording

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



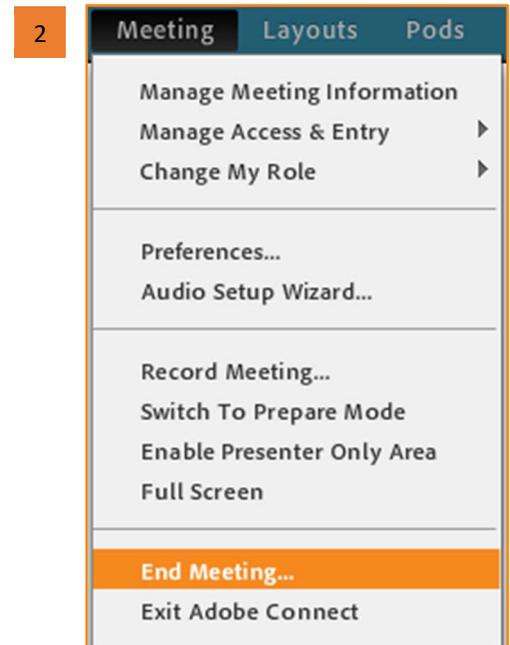
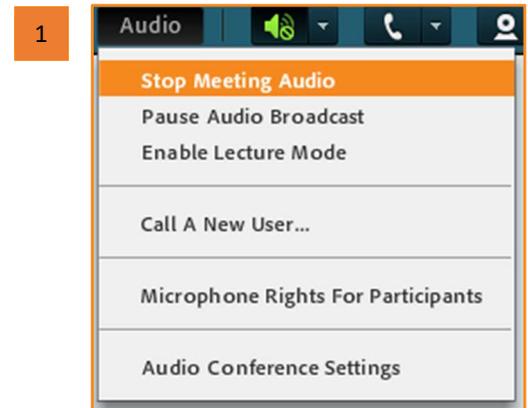
Stopping Integrated Audio

Follow the steps below to stop AudioOne audio in your Adobe Connect room.

1. When you are ready to stop your meeting audio, click on the **Audio** drop down menu and then click **Stop Meeting Audio**. This will disconnect all attendees who have 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 **Meeting** drop down menu and then clicking **End Meeting**.



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 VoIP (Computer device).) Combination audio does not work with breakout rooms.*