

## Integrated Audio – Audio Options

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

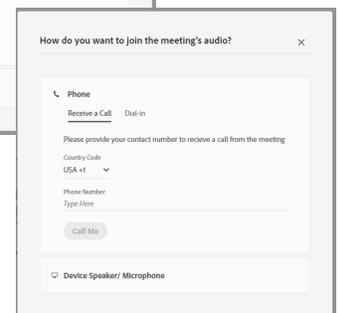
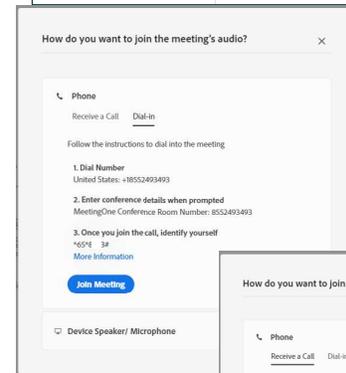
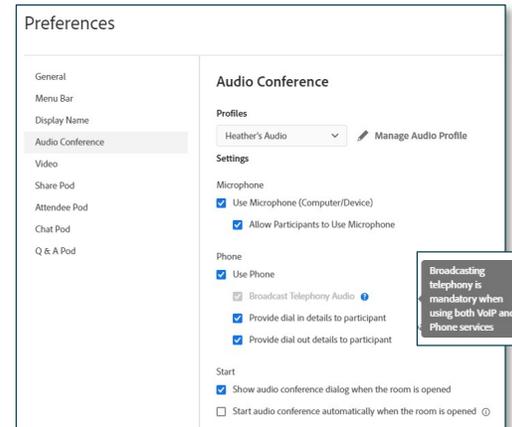
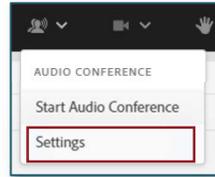
\*These settings must be completed BEFORE starting meeting audio\*

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

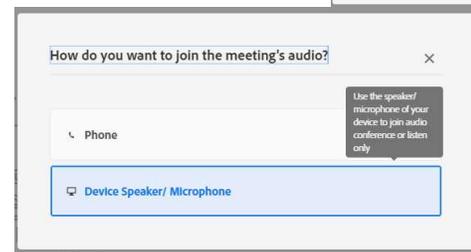
- a. **Broadcast Telephony audio** (Required for using both VoIP and Phone services)
- b. **Provide Dial-in details to participants** (Hosts/Presenters will be able to see all connection options)
  - a. **If Dial-in is selected, and audio has started the below will pop up for Participants**
    - Select **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](http://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

