Adobe Connect

Host



Integrated Audio – Audio Options

() v

Settings

H ~

AUDIO CONFERENCE

Start Audio Conference

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)
 - 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

1

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

<complex-block></complex-block>		Preferences	
<form></form>)	General Menu Bar Display Name Audio Conference Video Share Pod Attendee Pod Chat Pod Q & A Pod	Audio Conference Porties Mether's Audio Por Ville Series Monogone Monog
Reverse 2 Cline 10 million Reverse 2 Cline 10 million Parase provody our contact number to noncove a cliffion the meeting: Cline 10 million Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our contact number to noncove a cliffion the meeting: Cliffion Parase provody our cliffion Parase provody our cliffion Cliffion Parase provody our		How do you want to join the meeting's we have a call <u>Dahn</u> Receive a Call <u>Dahn</u> Follow the instructions to dail into the meetin 1. Dail Number Dails with the conference desails when prompt Meeting/Dire Conference Seconi Number: di Meeting/Dire Conference Seconi Number: di	audio? × % % How do you want to join the meeting's audio? × L Phone
nou want to join the meeting's audio?			Anote Resear provide your contact number to recieve a call from the meeting County Calls Co
The anticophone of your conference or islam only and the set of your on	ou wa	nt to join the meeting's audio?	X Use the speaker/
Ice Speaker/ Microphone	ie		microphone of your devece to join auto conference or listen only
« · · · · · · · · · · · · · · · · · · ·	ce Spea	ker/ Microphone	
	. ~	* ~	

Adjust Volume Select Microphone Disconnect Microphone Join Audio via Phone Call Microphone (S- Logitech USB Headset)

How do

4 Ph

MICROPH

