

Adobe connect – start guide

Equipment

A rather new computer, preferably not older than three years

A headset, usb connected is recommended

An Internet connection (wireless connection and 3G is **not** recommended)

Webcam if needed

In advance

Run the test at [Sunet's test page](#) to see that your computer meets the needs of an adobe connect meeting. If you like you can check your sound in the unmanned test room <http://connect.sunet.se/test> where you can run the Audio Setup Wizard found in the Meeting menu.

Sound

Whenever you connect to an adobe connect meeting it is wise to run the Audio Setup Wizard again. You'll find it in the Meeting menu.

- Step 1 – play sound. Click Play and check that the sound comes from your headset and not from the speakers.
- Step 2 – choose microphone. If you use a headset with usb connector you should choose the microphone named usb headset, usb audio device or similar.
- Step 3 – test your microphone. Click Record and speak into the microphone. You can also tap on the microphone to be certain that it's the audio source. Click Stop and then Play recording to listen to the recording.
- Step 4 – test silence level. Click Test silence and keep quiet until the test is done. This will reduce sounds from fans and such.

Transmit sound by activating the microphone in the menu (only visible for participants allowed to transmit sound). A green microphone is active and you can change you volume with Adjust microphone volume found in the menu by the microphone icon.



If you still experience problems with the sound you can try to close the window and log in to the meeting again. If there is an echo it's probably some other participant who is not using a headset or who hasn't configured the sound correctly.

Video

Start you webcam by activation the camera in the menu (only visible for participants allowed to show video). You can also activate your webcam by clicking Start my webcam in the video pod. Either way the video will first be displayed in a preview and you have to click Start sharing in the video pod before the video will be visible for the other participants.

Please note

- If you're at your house be sure that no other member of the household are active with activities that require a lot of Internet speed, e.g. online games or movies
- You should close other programs that use sound and/or video, e.g. Spotify or Skype
- Connect to the meeting room in good time so that you can check all your settings before the meeting starts