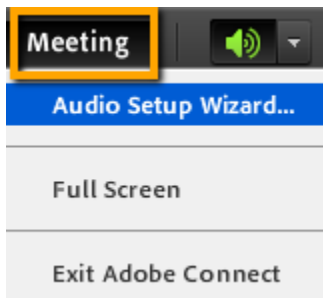


## UNMC Adobe Connect Audio Setup Wizard Instructions

To ensure that your audio is working, run the Audio Setup Wizard before every meeting. To begin, click on the menu labeled "Meeting" at the top-left of the Adobe Connect meeting room and navigate to the Audio Setup Wizard from the drop-down menu.

- Select **Meeting** > **Audio Setup Wizard...**

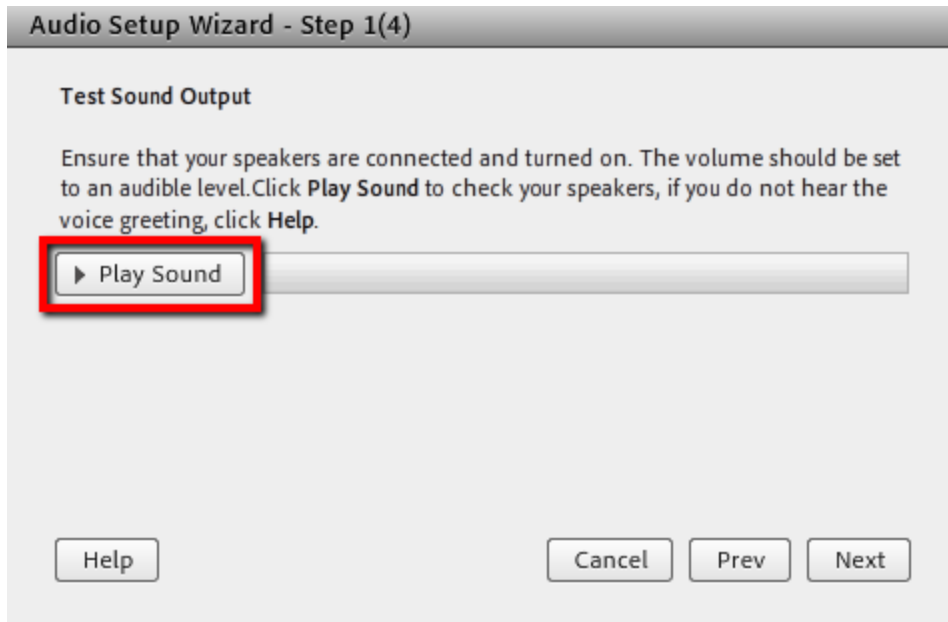


**Step 0 of 4:** The first of a series of windows (Steps 0-4) will open. In each window, read the directions, follow them, and when you are done, click on the **Next** button.



**Step 1 of 4: Check Sound:** The next step tests whether sound can be heard through your computer or headset speakers. Click **Play Sound** to begin the audio check. Click **Stop sound** or wait for the audio to finish. If the sound is too quiet, turn up your speakers or adjust the audio within the [computer sound properties area](#) (see: Control Panel > Sounds and Audio Devices > Audio). Click **Next** to continue.

## UNMC Adobe Connect Audio Setup Wizard Instructions



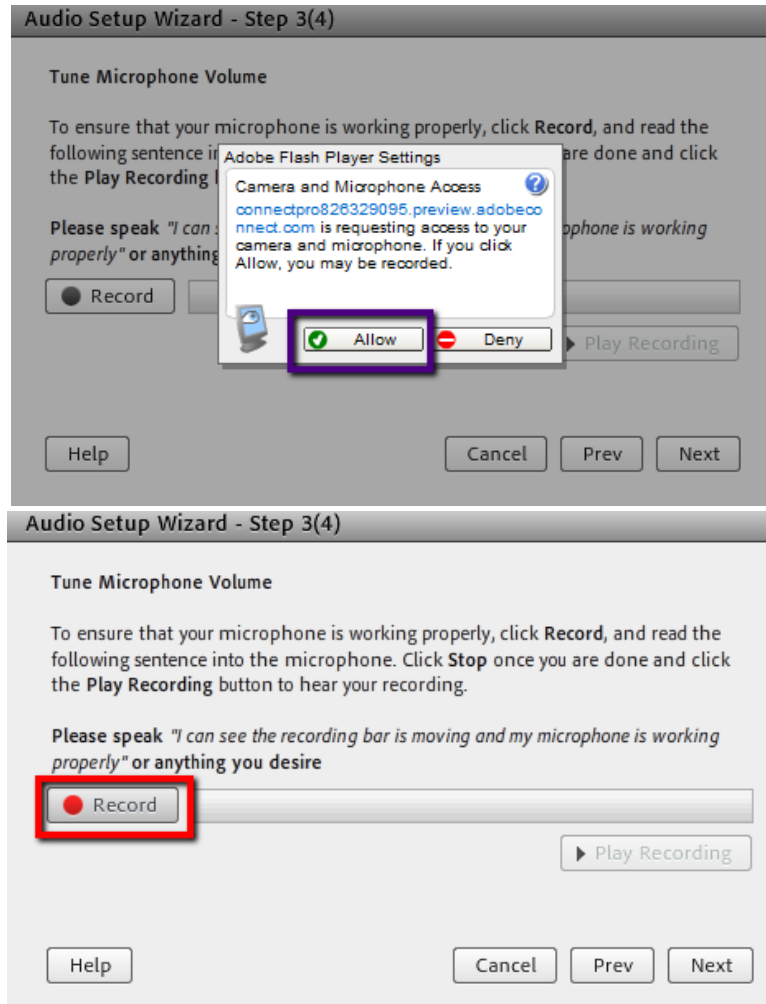
**Step 2 of 4: Select Microphone:** In this step you will be prompted to select your microphone from the drop down menu. Make sure to select the default recording device for your computer as indicated in the [computer sound properties area](#).



**Step 3 of 4: Test Microphone Volume:** In Step 3 of 4, you will check to see if your microphone is working properly. In this window, you will be prompted with *Adobe Flash Player Settings* for your Camera and Microphone Access. **Click Allow** to grant access. Then, click on the red "**Record**" button, read the sentence speaking normally into your microphone. As you speak, a blue bar will indicate that your voice is being recorded. Next click on the red "**Stop**" button to stop the recording. Last, click the "**Play Recording**" button to play back the recording.

# UNMC Adobe Connect

## Audio Setup Wizard Instructions

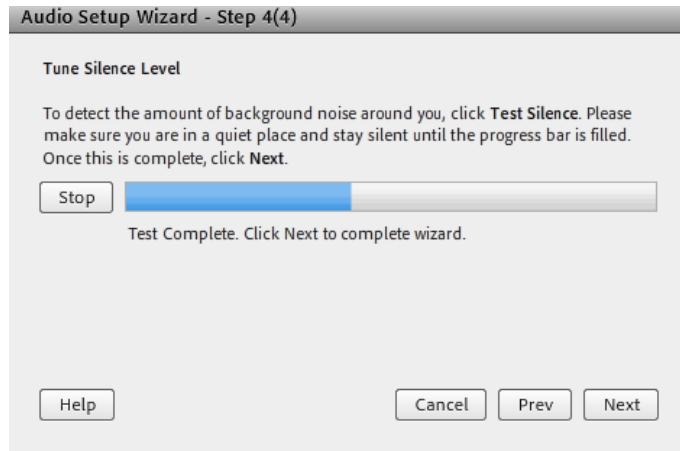


- **Troubleshooting Microphone:** If the audio doesn't record the first time you click the record button, click stop and try again. If the audio doesn't still doesn't work, go back to the previous step (Step 2) and make sure the correct microphone is selected. If necessary, you might need to go back to the [computer sound properties area](#) to verify the default recording device on your computer.

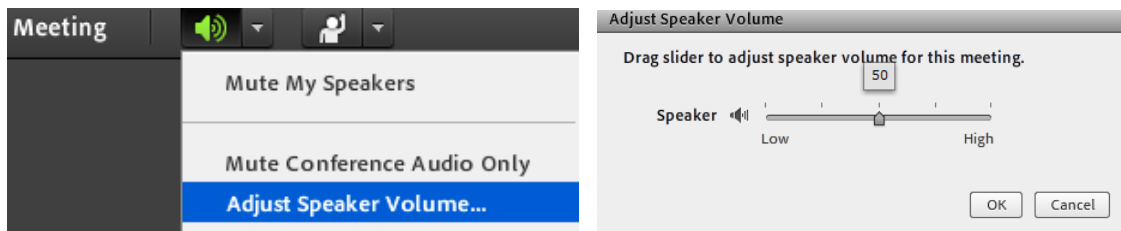
# UNMC Adobe Connect

## Audio Setup Wizard Instructions

**Step 4 of 4: Test Silence Level:** The purpose of this step is to enable the setup wizard to automatically adjust for ambient background noise in the room you are using. Click on the "Test Silence" button to begin. Click **Next** when finished.

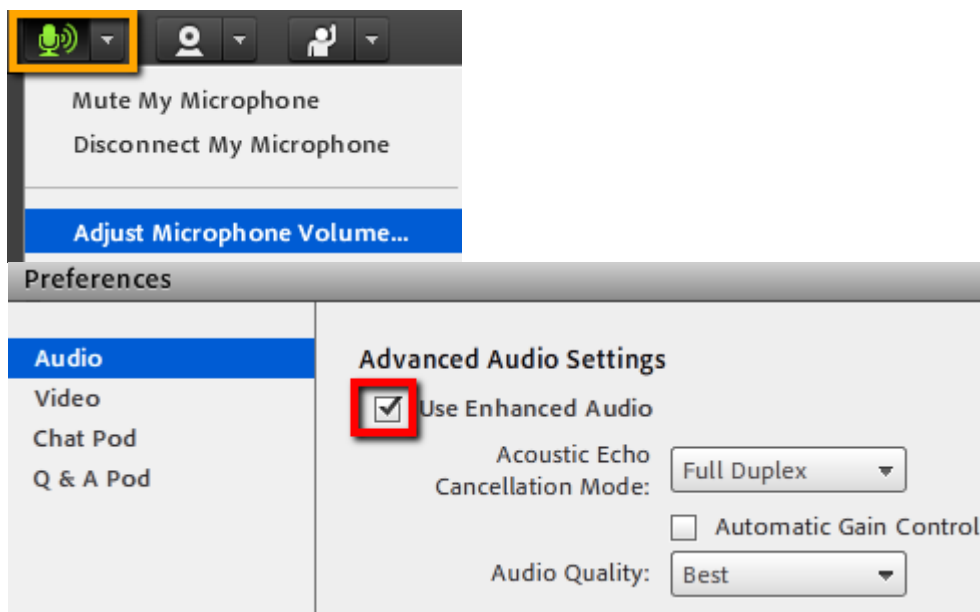


### Adjust Speaker Volume



Recommend settings for **Meeting Presenter:**

### Adjust Microphone Volume



# UNMC Adobe Connect Audio Setup Wizard Instructions

Recommend settings for **Meeting Host**:

