Don’t Procrastinate

You will want to perform at least steps 1 and 2 before your scheduled meeting time. This could take anywhere from 5 minutes to hours depending on your technical proficiency and your equipment.

1. Prepare your hardware and devices

You’re going to need:

- A computer with a high speed Internet connection
- A PC-compatible microphone
  - USB microphones typically offers better quality (over analogue microphones)
  - Headset microphones (or headphones) will help eliminate noise
- A PC-compatible camera (optional)
Resources for those at ETSU

If you are a student on the ETSU campus then you can use any of the open computer labs, or you can connect your own computer to the on-campus network to receive a high speed Internet connection. Faculty and staff can, of course, use their own office workstations. If you are located away from the ETSU campus then you will need to find your own solution.

If you need to transmit audio and/or video during your Adobe Connect meeting, ensure that your microphone and camera devices are plugged into your computer and are working correctly. Camera and microphone devices are offered in a variety of options. Most cameras will plug into one of your computer's USB ports, while microphones may either use a USB port or a microphone port. (Image shown below - microphone ports often use the color pink and/or have a microphone icon next to them. Look for one or both of these to be present). You may even have a combination device that plugs into a USB port.

![Figure 1](image1.png)

Additionally, cameras and microphones often come with their own publisher-provided applications to manage device settings. If you know that an application related to your device is installed on your computer, you may want to test your device within this application to ensure that it is connected to your computer and working properly. If no application is present, you may want to check your operating system settings to ensure that it detects your device.

2. **Run the Adobe Connect Pro connection test from your web browser.**

(URL: [http://etsuac1.etsu.edu/common/help/en/support/meeting_test.htm](http://etsuac1.etsu.edu/common/help/en/support/meeting_test.htm))
Upon running this test, you may discover that you need to install or update Flash Player, install the Adobe Connect add-in for Flash, or find a faster internet connection. The test page will give you directions depending on your situation. If you are required to make any changes then you may want to run the test again after having made those changes to ensure that everything is now working correctly. Once you have passed all test criteria, you may close the test page.

3. Connect to your host's Adobe Connect meeting using your web browser.

Your meeting host will need to provide you with a meeting URL. Enter this URL into your browser's address bar to access the meeting space.

Before you can enter the meeting you will be asked to provide a guest name or an Adobe Connect account username and password. Be sure that "Enter as a Guest" is selected and then type in whatever name you would like others to use to identify you (preferably your real name). Once you've entered your information click on the "Enter Room" button. This will load the meeting window.

4. Complete the Audio Setup Wizard from within your Adobe Connect meeting.

Go to Meeting > Manage My Settings > Audio Setup Wizard. Complete each step of the wizard, including audio output, device selection, microphone input, and silence level. These steps will test to make sure that your Adobe Connect actually recognizes your devices and both transmits audio to your headphones/speakers and receives audio from your microphone. The silence level test determines how much background noise is in your environment and attempts to eliminate any unwanted noise.
5. **Select your camera device from within Adobe Connect.**

Go to Meeting > Manage My Settings > Select Camera. This will present you with a drop down menu. Open the menu and select your camera if it is not already selected by default.

6. **Know how to communicate within the interface**

Using the Chat Pod
The chat pod (shown below) is a simple way for meeting attendants to communicate via text message. To use this pod, simply type your message in the text input area and then hit [ENTER] on your keyboard to submit your message. You can also choose a specific individual from the bottom drop down menu in order to send a private message, which will appear in red in your chat history.

**Indicating Your Status**

In the bottom left portion of the screen you will see status options menu (shown in the image below on the left). The icon of a person with their hand raised is shown to the left, and a drop down arrow is shown on the right. If you click the arrow a variety of status indicators will be made available to you, including responses, requests, quick yes and no answers, and even a status indicating that you have stepped away from your computer. If you choose “Raise Hand” then this will send a message to the meeting host requesting the ability to use your microphone. If the host accepts your request then your microphone will automatically be enabled (assuming it is connected and turned on).

**Using the Talk Button**

To the right of the status options menu you may see a "Talk" button (shown above). This button will not appear unless your host has given you the permission to speak. This button automatically switches to "always on" mode once the meeting host has given you the right to speak, but you can switch it to push-to-talk by clicking on the lock icon. Once you are in push-to-talk mode, you have to click on the talk button in order to transmit audio. If you want to switch back to "always on" mode, click on the lock icon once more.

You can also click on downward-facing arrow along the right of the talk button to open up a drop down menu. This menu, among other things, allows you to adjust your microphone’s sensitivity level using the low, medium, and high volume options. If another meeting attendant tells you that you are too soft or loud then you may want to try using these options.

**Camera and Voice Pod**

Support Contact: Daniel Gibson (gibsondv@etsu.edu; 439-8244)
Your host has to give you the ability to share your camera and voice, and they have to make the Camera and Voice pod (see below) available to meeting participants, but once they have done this you have to turn on the camera and microphone from your end. To do this, find the Camera and Voice pod and click on the "Start my camera and voice" button (shown below).

That's it!

These steps should explain most of the necessary actions that you will need to take in order to participate in an Adobe Connect meeting. If you experience any other issues then make your meeting host aware of them as soon as possible so that the necessary adjustments can be made.