

Configuring Audio For Adobe Connect VOIP Meeting In Windows XP

Part of the Adobe Connect 9 software includes functionality to support full audio in addition to chat areas, shared spaces, and video. The technology that makes this possible is Voice-Over-IP (VOIP). VOIP is an alternative to the standard telephone system in that the transmission of audio signals is via the Internet rather than telephone lines. As part of Adobe Connect, there are no additional charges per minute of audio as there might be using traditional conference calling. VOIP is ideal for broadband connection.

Because many modern desktop and laptop computers have several different audio and video components, especially with the addition of external web cameras, a series of configuration steps may be necessary inside and outside of the Adobe Connect Software to ensure a smooth VOIP session.

In most cases, the most satisfactory experiences with VOIP will be using a headset/microphone. This combination eliminates most feedback and echo and provides the clearest VOIP experience. Following instructions provide a guideline to configure Windows XP system for use with an Adobe Connect meeting using VOIP. Your hardware will no doubt be different, but the general principles should apply.

Configure Your Windows XP Audio System:

Step 1: Select the Start Menu, then Control Panel.



Double Click “Sounds and Audio Devices” or “Sounds, Speech, and Audio Devices” then “Sounds and Audio Devices”

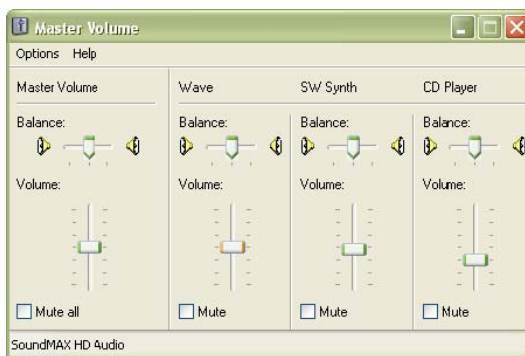


On the Volume tab, verify that your Device Volume is set somewhere between Low and High (1), and that the Mute checkbox is unchecked (2). In the section called Device Volume, select the Advanced... button (3).

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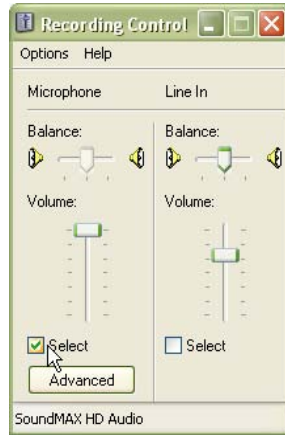
In the “Master Volume” window, be sure that none of the audio formats are muted.



Close this window to return to the Sounds and Audio Devices Window. Select the Audio Tab. In the middle section, selecting the “Default device” selection box allows the user to change the volume settings for all recording input devices. Click the “Volume” button for the first device.



Be sure the Microphone is selected; the volume turned up, and is not muted.



Close this window and return to the Sounds and Audio Devices Properties window. Use the Sound recording Default Device drop down box to select the other device(s) (if present), then the "Volume" button. Be sure once again that the Microphone is selected, not muted, and volume turned up. If there is only one choice in the Default Device drop down box, you do not need to make any further adjustments.



Now that you have configured your Windows XP audio system settings, the next step is to launch the Connect meeting and run the Audio Setup Wizard.

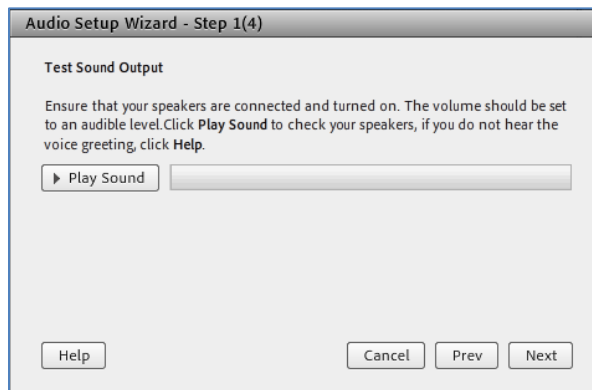
Step 2: Configure Adobe Connect Audio

Launch or join the Adobe Connect Meeting. Select *Meeting* dropdown menu and select *Audio Setup Wizard* from the pop-up menu. For presenters and attendees the meeting menu options would be different.

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Click the *Play Sound* to be sure you hear audio from the appropriate output (most likely, your headset earphones). If you do not, check your connections (audio plugs) and your system settings (see Step 1). Click *Next* when finished.

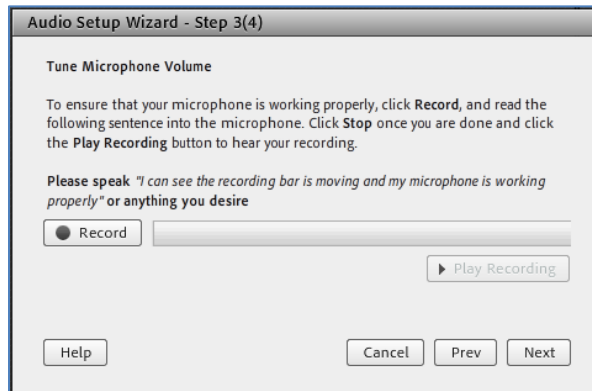


Select the microphone source you would like to use. If you are using stereo style plugs in headphone and microphone jacks, you will most likely choose the selection that has the name of your computer sound card. If you are connecting your USB headset (or using another method) select the appropriate choice from the dropdown. Click *Next*.

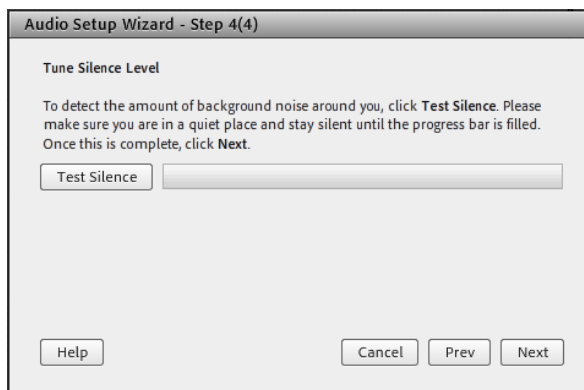
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Press the *Record* button and speak into the microphone. The bar next to the record button should light up as you speak. If it does not, check your connections, be sure your headset does not have a mute button, try going back a screen and verifying the proper microphone selection, or return to Step 1 for system settings. Click *Next*.

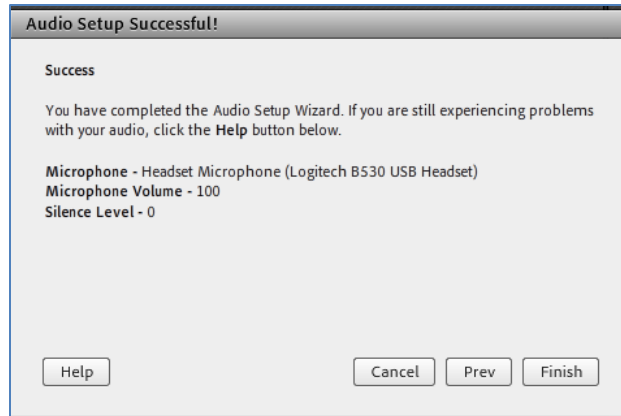



Click the *Test Silence* button to tune your microphone to the background noise. Click *Next* when finished.



Click *Finish* to close the Audio Setup Wizard. If you still have audio problems, click *Help* in Success screen.

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To turn on your microphone, click  icon and select *Connect My Audio* and speak into the microphone to transmit audio over VOIP. This function is referred to as Push-To-Talk (PTT) and can prevent some talk over and background noise issues.

