

Adobe connect basic setup

1. Open the web browser and enter the address (you will receive the correct address from meeting administrator)
2. Choose: „**Enter as Guest**“ and write down *your name*



ADOBE CONNECT™

KKZP

☒ Enter as a Guest

Name **← TYPE YOUR NAME HERE**

☐ Enter with your login and password (Required for hosts, recommended for registered users)

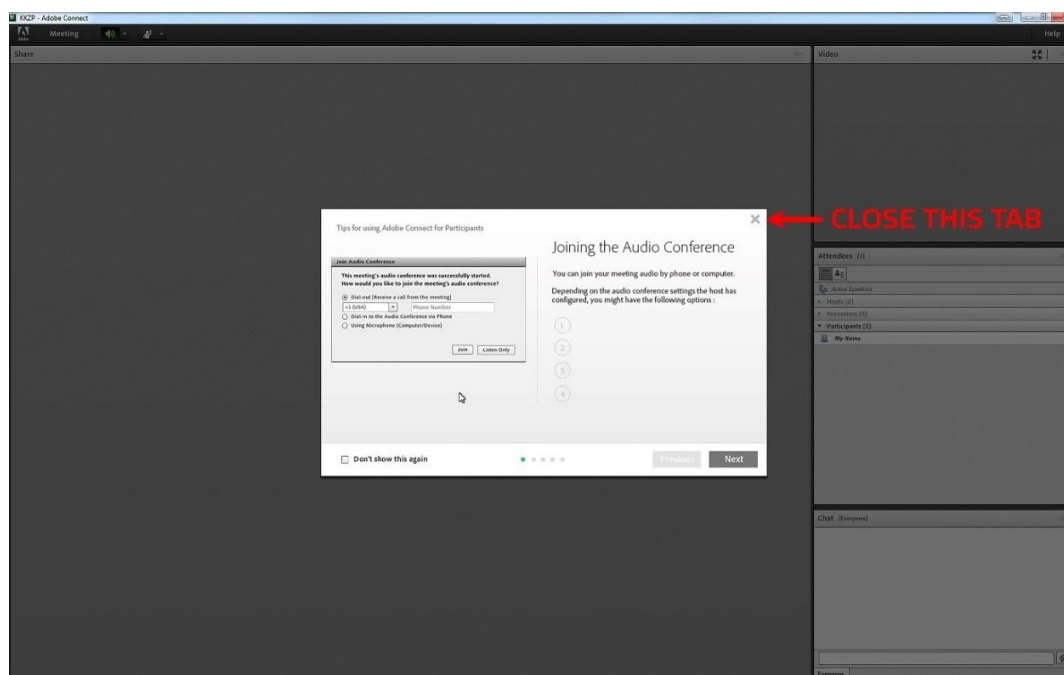
Help

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3. Click on „Enter Room“

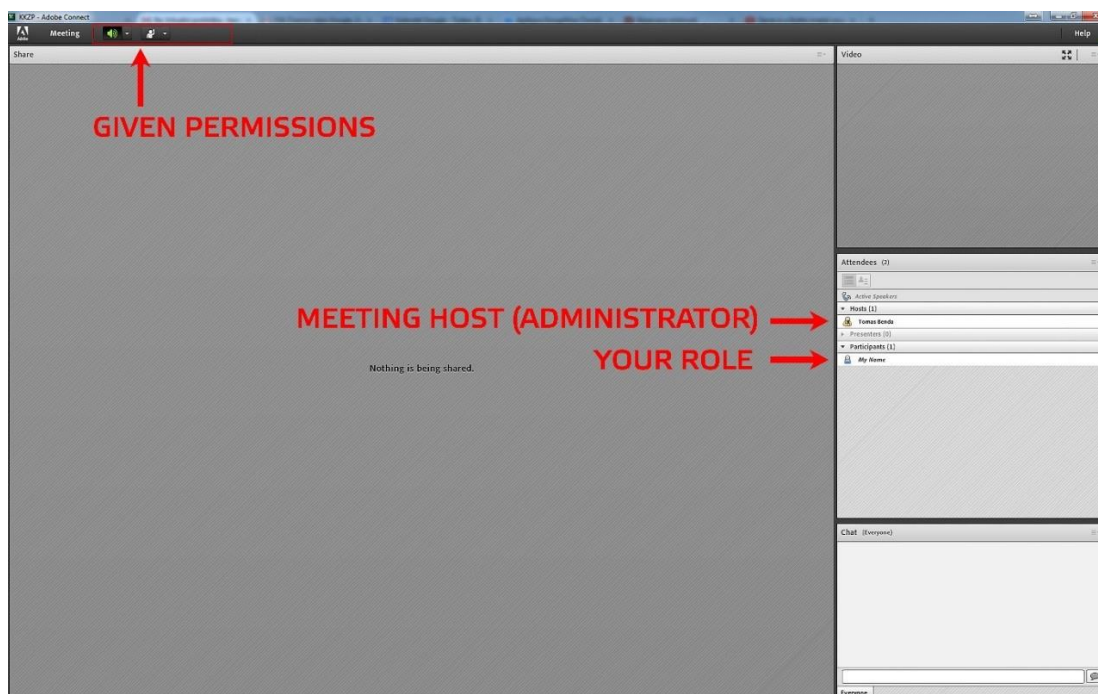


Now you are in the meeting room. There, you will see the popup window with useful tips. Once you are finished with the reading, close the window.

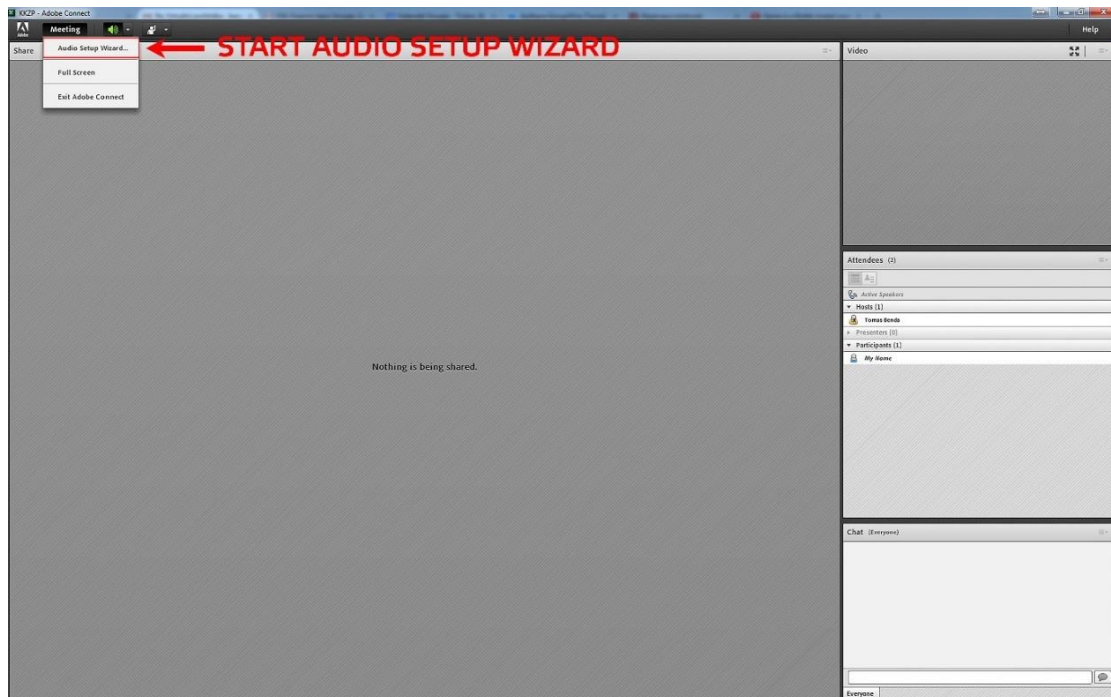


4. Now, you can see the whole meeting room. Its own layout depends on the administrator of the meeting. In the upper bar, you can see available functions **(based on your role and permissions)** -> at this current state, you are participant, so you can only **mute/unmute** your audio and **raise your hand** to get attention of the meeting host (administrator). Green

button  means **switched on** and green crossed out button  means **mute**. Also you can **use chat**.



5. Now is really important to properly setup the application. Click on „Meeting -> Audio Setup Wizard“



6. Follow the instructions for successful audio setup



Audio Setup Wizard - Step 1(4)

Test Sound Output

Ensure that your speakers are connected and turned on. The volume should be set to an audible level. Click **Play Sound** to check your speakers, if you do not hear the music, click **Help**.

▶ Play Sound

Help

Cancel

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Next

Audio Setup Wizard - Step 2(4)

Select Microphone

To broadcast audio using Adobe Connect, choose a recording device below.

Mikrofon (Realtek High Definition Audio) ▼

If you are not sure which device to pick, click **Next** and Adobe Connect will choose for you. If you are not using Adobe Connect for broadcast audio, click **Cancel** to quit the wizard.

Help

Cancel

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Audio Setup Wizard - Step 3(4)

Tune Microphone Volume

To ensure that your microphone is working properly, click **Record**, and read the following sentence into the microphone. Click **Stop** once you are done and click the **Play Recording** button to hear your recording.

Please speak *"I can see the recording bar is moving and my microphone is working properly"* or anything you desire

● Record

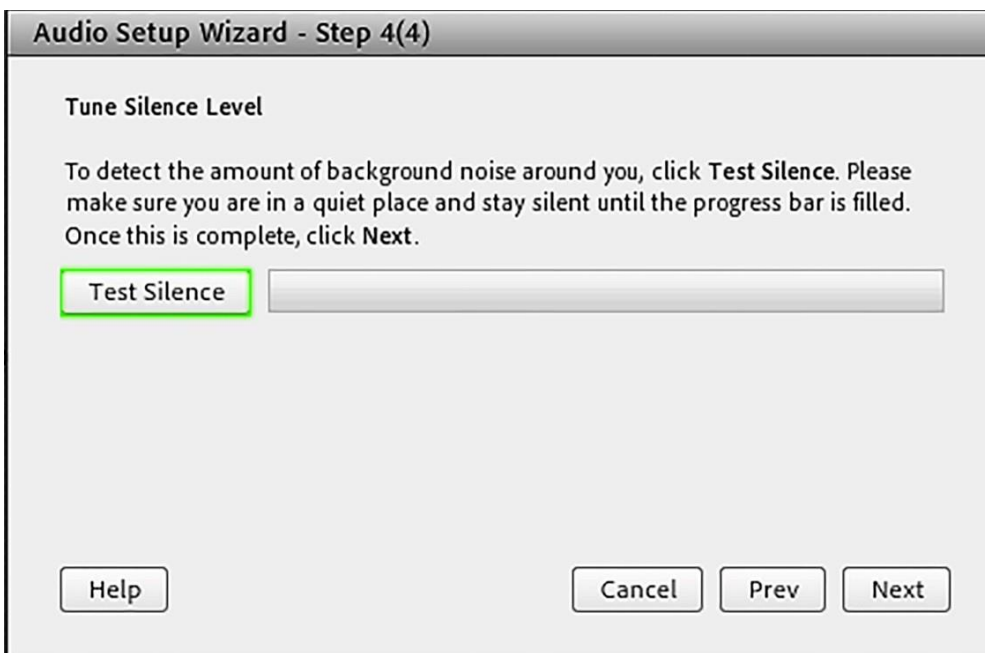
▶ Play Recording

Help

Cancel

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Audio Setup Wizard - Step 4(4)

Tune Silence Level

To detect the amount of background noise around you, click **Test Silence**. Please make sure you are in a quiet place and stay silent until the progress bar is filled. Once this is complete, click **Next**.

Test Silence 

Help **Cancel** **Prev** **Next**



Audio Setup Successful!

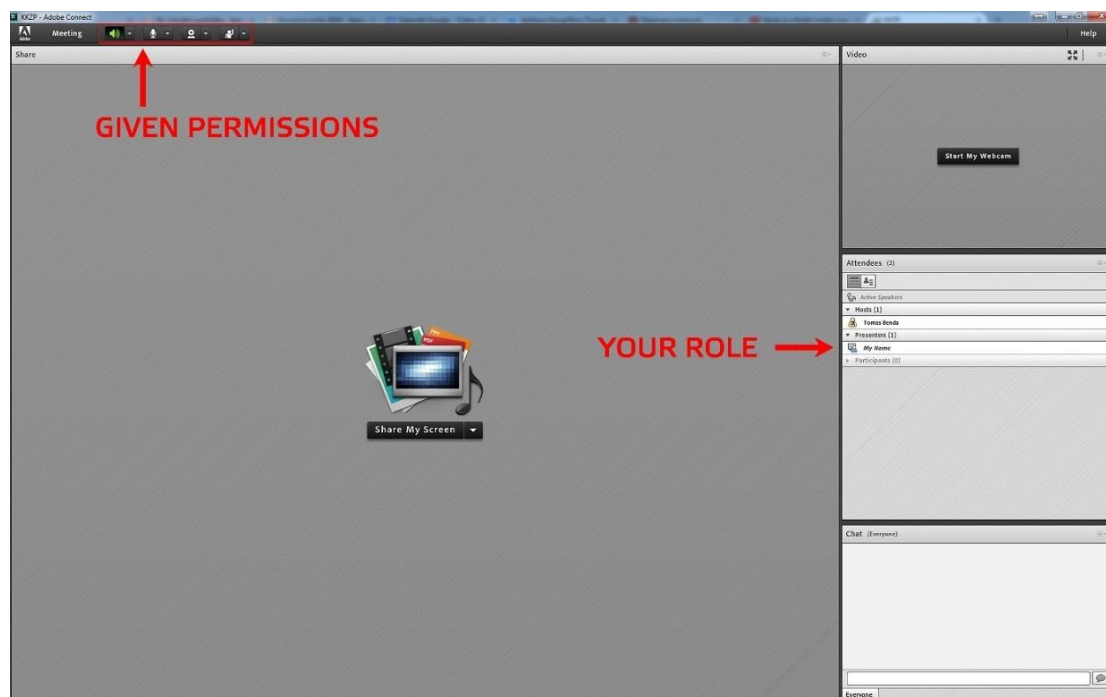
Success

You have completed the Audio Setup Wizard. If you are still experiencing problems with your audio, click the **Help** button below.

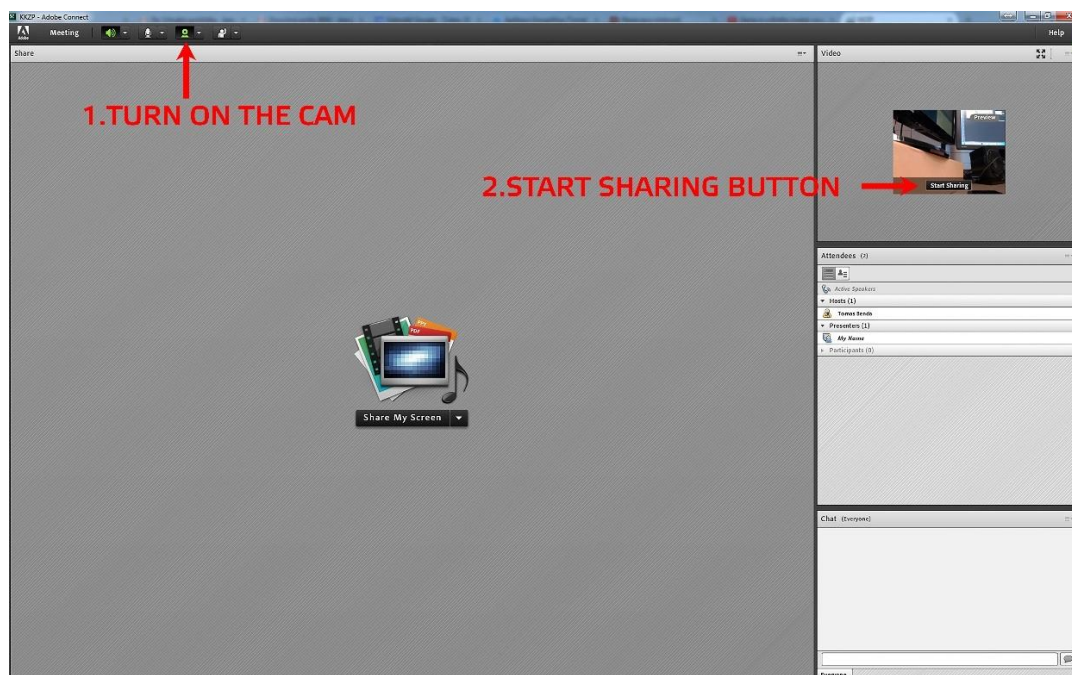
Microphone - Mikrofon (Realtek High Definition Audio)
Microphone Volume - 47
Silence Level - 5

Help **Cancel** **Prev** **Finish**

Once you finish the setup, you are **ready for using the application**. In the following picture, you can see the extended functions (**Role: Presenter**). Now you can **use your microphone and a webcam**.



7. To **start sharing your webcam**, click on the corresponding button located in the upper bar. Then you can see the preview. Position the camera into desired angle and click on **„start sharing“ button**. Now everyone in the meeting room can see you.



That is all for basic setup of the Adobe connect. If you need some more assistance, feel free to contact Centre for Audiovisual Support (cavp@oikt.czu.cz)



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