

## Audio Setup Wizard - Step 2(4)

### Select Microphone

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

Unknown USB Audio Device ▾

- Built-in Input
- Unknown USB Audio Device**
- Soundflower (2ch)
- Soundflower (16ch)
- ProcasterAudioredirect**

Next, click **Next** and Adobe Connect will choose the best device for broadcast audio, click **Cancel** to quit

Help

Cancel

Prev

Next

1  
00:00:02,034 --> 00:00:06,048  
hello and welcome to an NAI video  
tutorial on how to use your microphone

2  
00:00:06,048 --> 00:00:10,668  
in Adobe Connect. First, login to the  
appropriate Adobe Connect meeting room

3  
00:00:11,012 --> 00:00:13,002  
by clicking on the URL provided to you

4  
00:00:13,002 --> 00:00:17,033  
Once in the virtual meeting room click  
the meeting menu in the upper left hand

5  
00:00:17,051 --> 00:00:18,078  
corner of the screen

6  
00:00:18,078 --> 00:00:22,878  
and select audio setup wizard. The wizard  
will guide you through a few basic setup

7  
00:00:23,064 --> 00:00:24,944  
screens to configure your microphone.

8  
00:00:25,047 --> 00:00:30,307  
First click play sound to make sure that  
your speakers are turned on

9  
00:00:30,440 --> 00:00:35,840  
and your volume levels are up.

10  
00:00:36,042 --> 00:00:43,042  
Second, select the microphone device that you would like to use.

11  
00:00:43,739 --> 00:00:47,744  
Next click Record and recite a full  
sentence in your normal speaking voice.

12

00:00:48,239 --> 00:00:51,579

You should see a blue bar during the recording if not,

13

00:00:51,620 --> 00:00:55,900

please return to the previous step and select a new device

14

00:00:57,180 --> 00:00:57,880

Finally

15

00:00:58,003 --> 00:01:01,863

to set the room noise level click on "Test Silence" and remain quiet until the blue

16

00:01:01,960 --> 00:01:03,540

progress bar is complete.

17

00:01:04,520 --> 00:01:05,960

Now that your microphone is configured

18

00:01:06,019 --> 00:01:10,081

the last step is to turn it on. Check to see if you have microphone rights by looking

19

00:01:10,081 --> 00:01:12,761

for the microphone icon at the top of the screen.

20

00:01:13,001 --> 00:01:17,550

If no icon is visible then alert a host or moderator through the chat window that

21

00:01:17,649 --> 00:01:19,032

you would like microphone rights.

22

00:01:19,040 --> 00:01:22,740

You should now see a microphone icon at

the top of the screen.

23

00:01:22,820 --> 00:01:25,895

Click on it to enable your mic. The mic should be green

24

00:01:26,040 --> 00:01:29,800

and when speaking the icon should animate.

25

00:01:29,900 --> 00:01:35,020

To mute your microphone, simply click the icon again it will change to a microphone icon with a

26

00:01:35,024 --> 00:01:36,244

slash through it

27

00:01:36,520 --> 00:01:41,040

To unmute, simply click it again. If you need to manually adjust the level of your

28

00:01:41,053 --> 00:01:42,193

microphone,

29

00:01:42,260 --> 00:01:46,389

click on the drop down menu next to the microphone icon and select adjust

30

00:01:46,479 --> 00:01:47,479

microphone volume.