

Headset/Audio Instructions for Adobe Connect

Connect headset to computer – The first thing that needs to be done to use any headset with a microphone is to connect it to the computer. Depending on what type of headset you have you may need to connect it in different ways.

USB headset – With this type of headset simply connect the USB plug into any of the USB ports on your computer.

Audio connector headset – With this type of headset you will have two audio plugs, one for the microphone and one for the audio out. There should also be little icons on these plugs, one of a microphone and one with an arrow leaving sound waves. Simply plug them into the corresponding ports (designated with the same symbols) in your computer.

Log into Adobe Connect – Once set up on your computer is done; it is time to log into the Adobe Connect meeting.

Your individual courses will have an assigned unique Adobe Connect room/link that is accessible within each course. Your unique room name will be listed at the top of the page. You should log in with your JHED ID and password; however, you may log in as a guest and should use your name to identify yourself. Note: If you log in as a guest the Host has to accept your request before you can officially be granted access to the room.



ADOBE® CONNECT™

Course Title

- Enter as a Guest
- Enter with your login and password
[Login using JH Enterprise Authentication](#)

Check your status, do you have rights to use audio– Now that you have been logged into the connect meeting you need to check to see if you have the appropriate rights to use your audio and talk to the rest of the attendees. If you have the appropriate rights your name in the attendee pod should look like one of these:

A normal attendee with microphone rights:



A presenter:



A host:



If you don't have the appropriate permissions to use your audio, contact the room host using the chat pod and request microphone rights.

Go to audio set-up wizard – The next thing to do is to set up your audio in the audio setup wizard. Go to “Meeting” > “Audio Setup Wizard”.



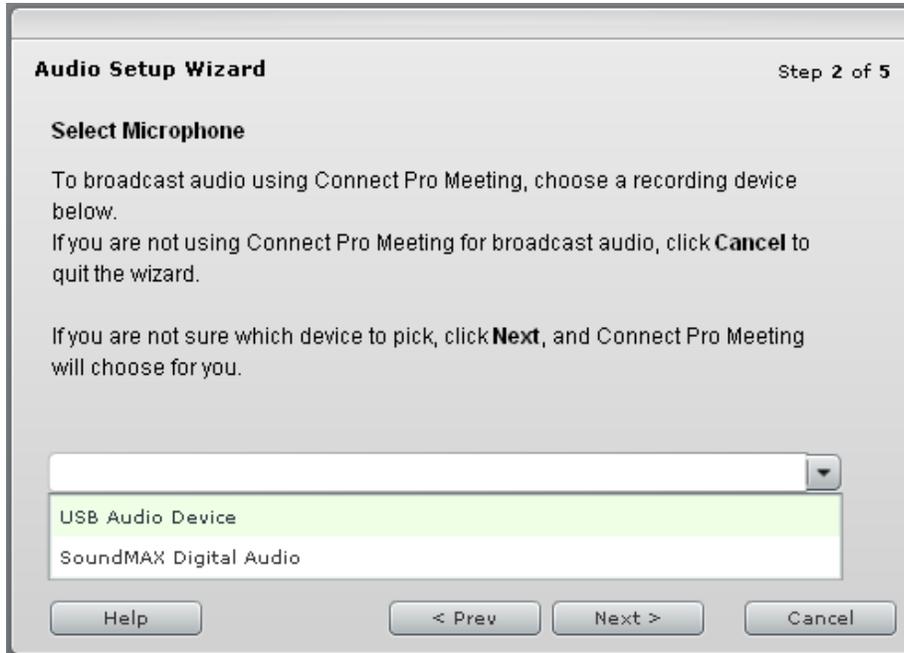
Once in the audio setup wizard follow the instructions. During the wizard you will be asked to perform several tests on your audio setup. At each point there is also a help button which will open up a help page with instructions and suggestions; use this if you are having any trouble.

The different set-up processes that you will perform in the audio wizard are:

Check your audio out (speakers/headphones)



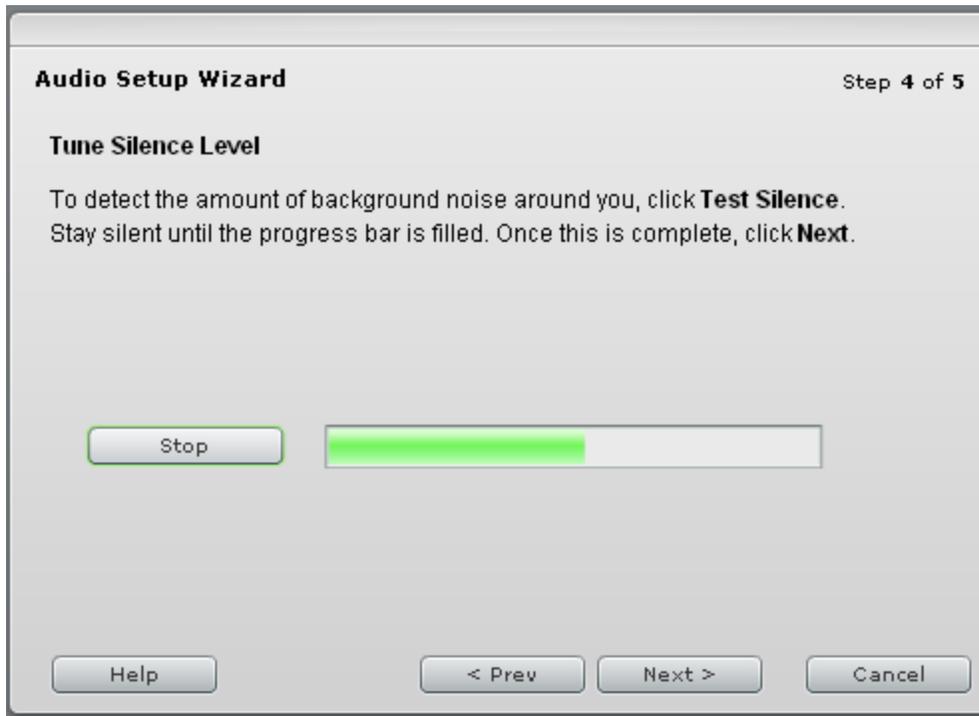
Configure your microphone. If you are using a USB headset your microphone is most likely a USB device, whereas if you are using audio cables your microphone is your computer's sound card.



Test your microphone audio. You want to keep the bar approximately in the middle when speaking, so adjust your audio levels accordingly.



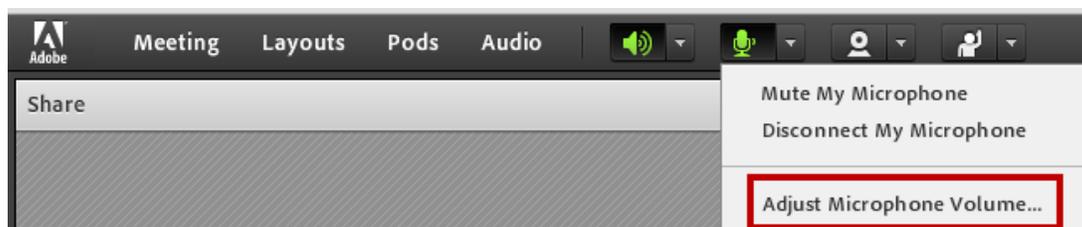
Finally, you test the silence to account for the background noise of your environment.



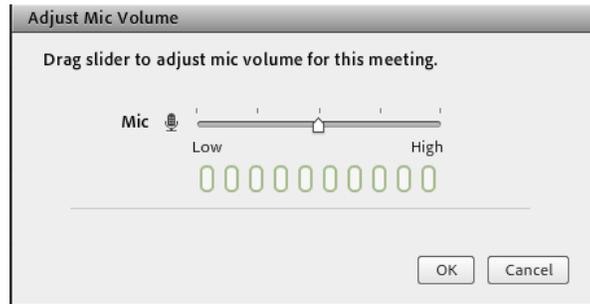
Using your microphone in an adobe connect meeting– To use your microphone in a meeting you need to click on the mic symbol at the top of the screen. The mic is on when it is green. The mic is muted when it has a line through it.



Students - mute your mic and raise your hand to ask a question. If there is feedback (an echo or loud noise) when someone has their mic on, the mic volume needs to be turned down. Click the arrow next to the mic, then click Adjust Microphone Volume.



Now turn the microphone volume down.



Make sure your speakers are on (PC speakers and Adobe Connect speakers) – the Adobe connect speaker control should be green.

