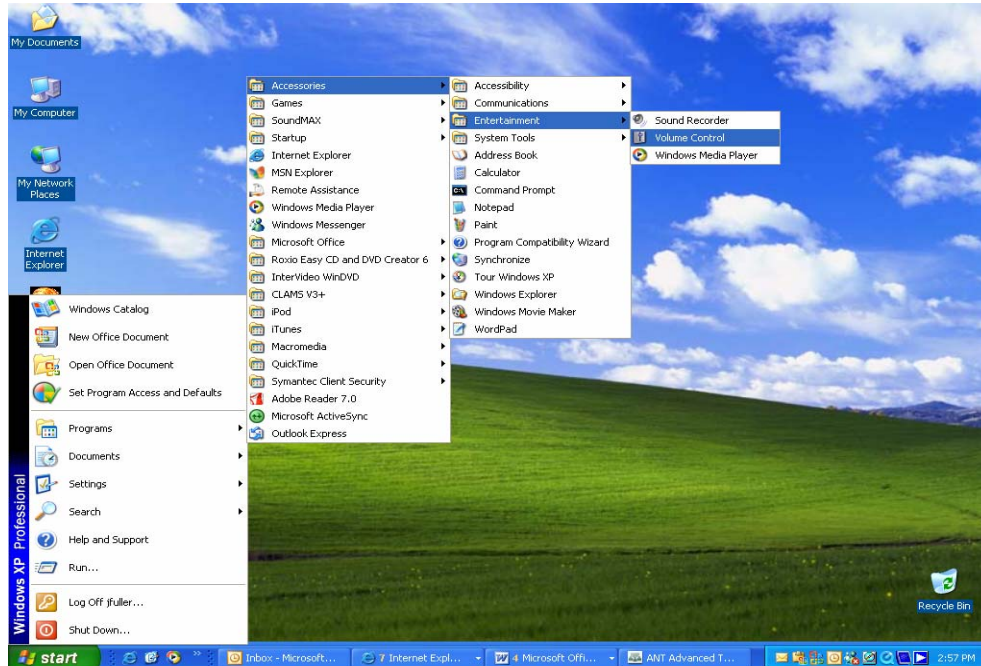


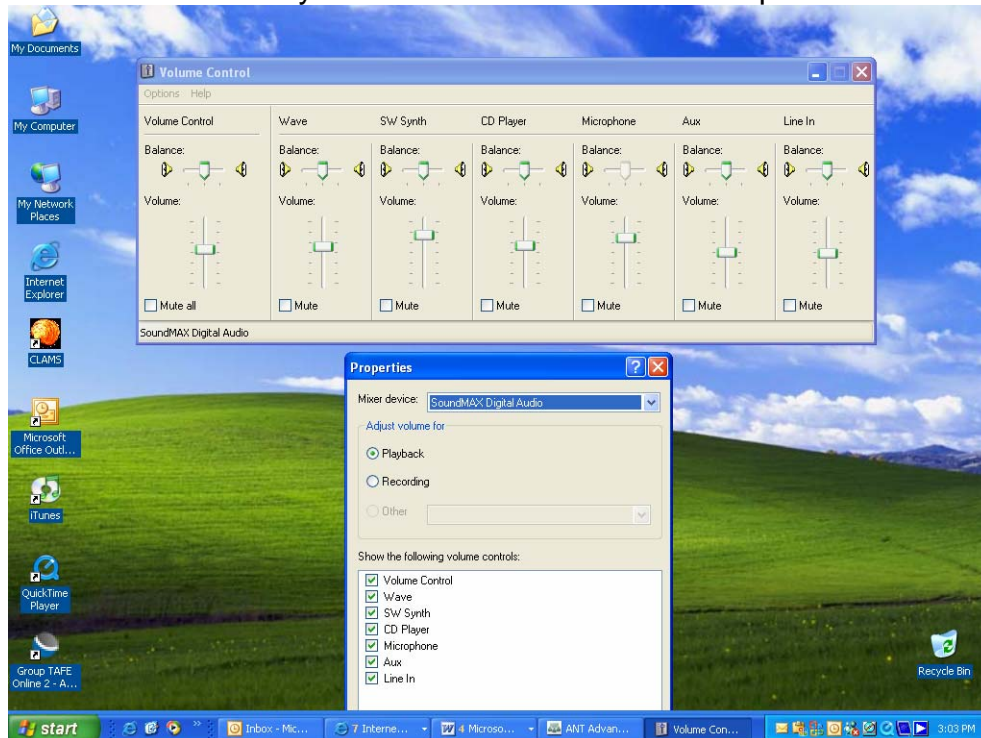
Making Your Audio Work

Your Computer: After you log onto your computer complete the following steps as detailed in the picture:

1. Click on the green start button
2. Choose programs from the menu
3. Choose accessories from the menu
4. Choose Volume control



5. Click on the options tab and the properties box will appear
6. Make sure any mutes are deselected and all options ticked.



Making Your Audio Work

Your Headset

1. These can be purchased from any electronic store and choice is dependent on your needs. Analogue headsets range anywhere from \$7 up to \$50 depending on the quality of the headphones mostly, and are the most common type of headset used.

2. The following picture from S. Ridgway is an example.



image by [sridgway](#)

3. Typically headsets have 2 leads, one for the microphone and one for the headphones which are plugged into the computer. The leads will have printed symbols which denote the microphone and headphones.
4. Check the volume controls on the head set.

USB Headsets



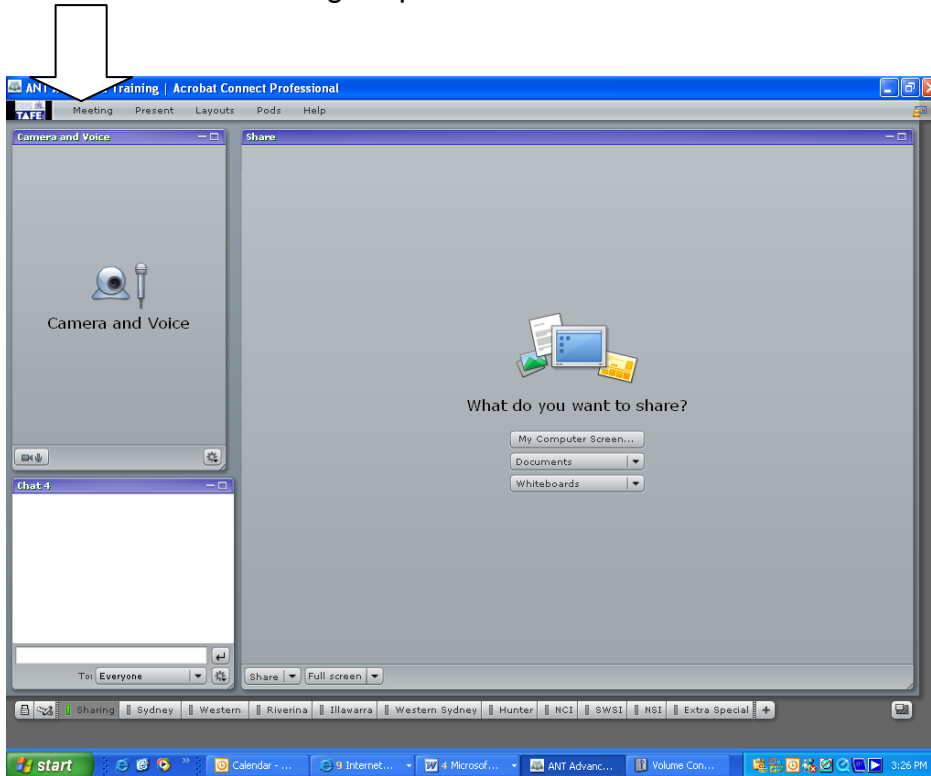
image by [sridgway](#)

The advantage of USB headsets is that you bypass the common issues surrounding sound cards and drivers, all you need to do is plug the lead into a free USB port and ensure the microphone level is set appropriately in the sounds and audio devices panel. (see Helpful Hints for Making your Audio to Work: 1. Your Computer)

Making Your Audio Work

Acrobat Connect Professional

1. Log onto your meeting room and you should see a similar screen.
2. Click on the meeting drop down box:



3. Choose the audio wizard and work through the prompts to set your voice and volume controls.

