

## 9 Using Audio and Video

### Using Camera and Voice Option

Before you begin, use the Audio Setup wizard to quickly set up and use your audio devices.

#### Test audio devices and configure settings

- From the Meeting tab select Audio Setup Wizard.
- Test the sound on the Sound Output page
- Select your microphone type on the Microphone page
- On the Test Microphone page, click **Record** to test your microphone.
- On the Tune Silence Level page, click **Silence**. Remain silent until Acrobat Connect Pro sets a microphone sound level that is best suited.

- 1 Click the **Start my camera and voice** button.
- 2 Your name appears in the Camera and Voice pod.
- 3 To speak, click the **push to talk** or the **handsfree** button in the voice toolbar. You will see a green bar below the voice toolbar.



## Using Integrated Voice-Over IP for Multi-User Conversations

- 1 Turn off your camera broadcast to reduce bandwidth.

### New in Connect 7:

In Connect 7, hosts can easily control important features such as granting a participant “microphone rights”, or muting individual or multiple user’s audio. Granting microphone rights or “passing the mic” to a user, provides meeting host complete control of who and when meeting participants speak.

It is highly recommended to pass the mic instead of promoting others in order to let them speak.

**Note:** If you promote participants to presenters, they will have the ability to perform other actions such as uploading content and maximizing pods, another reason why it is better to just pass the mic instead of promoting users.



## Turning Audio Broadcasts On and Off

**New in Connect 7:** 

The VoIP toolbar, contains the following options:

**Voice Off:** turns off all audio broadcasting.

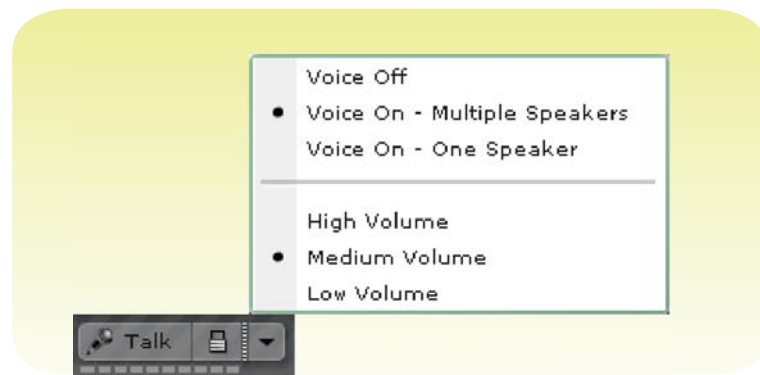
**Voice On — Multiple Speakers:** turns on audio broadcasting and any attendee can talk if they hold down the Talk button.

**Voice On — One Speaker:** turns on audio broadcasting and when an attendee holds down the Talk button, audio broadcast is disabled for other users

**High Volume:** increases sound level of attendees microphone

**Medium Volume:** moderately increases sound level of attendees microphone

**Low Volume:** decreases sound level of attendees microphone



## Raise Hand

**New in Connect 7:** 

This feature allows a participant to get the attention of the host or presenter when they are ready to speak or ask a question. When you select the Raise Hand icon, your name is moved to the top of the Attendee List. Use of this feature is an easy and effect way for attendee's to request microphone or video permissions from the host. If multiple attendees raise their hand at the same time, the person who raised their hand first appears at the top of the list, then the second person, etc.



### Host

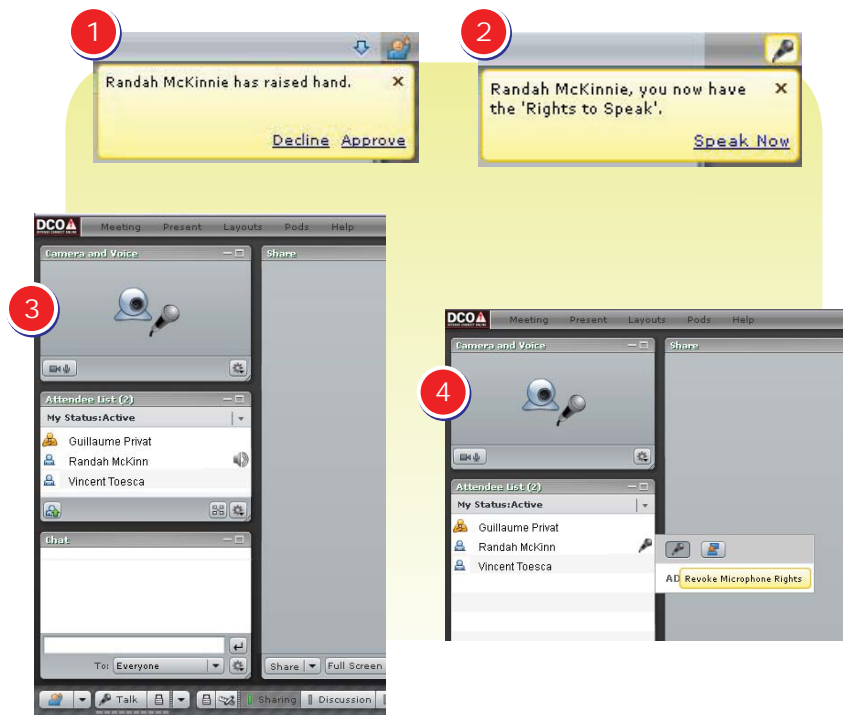
- 1 Click **Approve** in the message box

### Participant

- 2 Click **Speak Now** in the message box. Speaker icon appears next to the participant name.
- 3 Press Talk to begin using the mic.

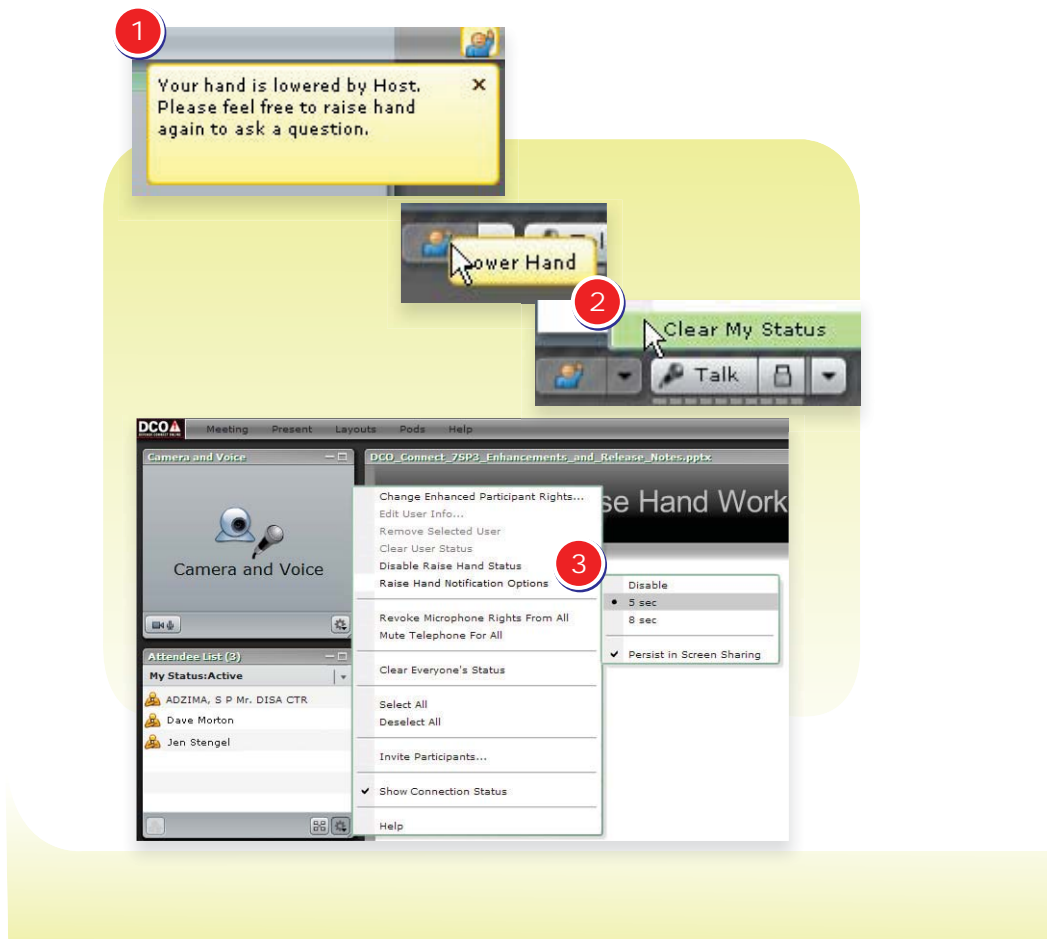
### Host

- 4 Click on **Revoke Microphone Rights** to revoke rights.



## How Does Raise Hand Work?

- 1 Host can decline.
- 2 You can lower your hand or clear their status.
- 3 Host can change the **Raise Hand Notification Options**.



## Broadcasting Presenter Video

- 1 Click the **Start my camera and voice** button.
- 2 In the Flash Player Settings dialog box, click **Allow**.
- 3 Click the **Pause Camera** button to freeze the image for the remainder of the meeting.
- 4 Click the **Start Camera** button to resume broadcasting live video.

**Note:** When you start your camera, the audio functionality begins immediately.

### New in Connect 7:



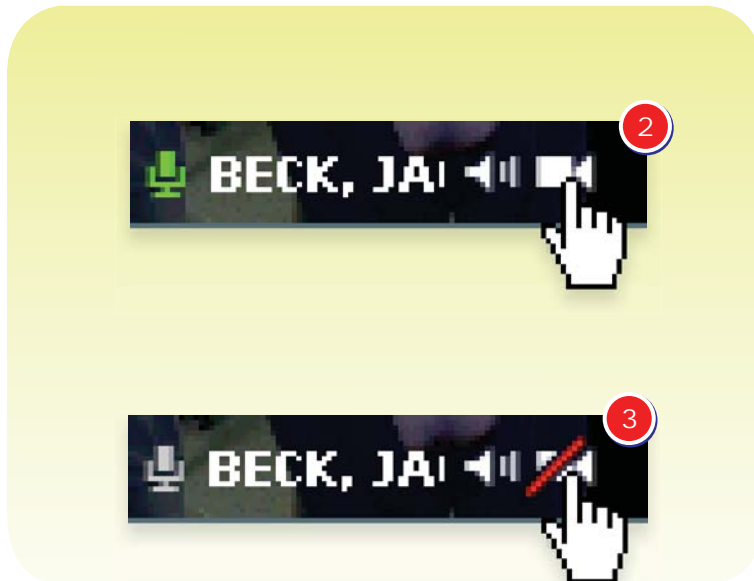
- To use VoIP, you no longer need the real-estate of the Camera and Voice pod.



## Attendees on Slow Connections

**Note:** Attendees can pause the video or audio to reduce bandwidth.

- 1 Mouse over the presenter's name in the **Camera and Voice Pod**.
- 2 Click on the camera icon to freeze the presenter's video.
- 3 Click on the camera icon again to resume video broadcast.



## Video Broadcast Modes

- 1 Open the Camera and Voice Pod options menu.

Select **Fast Images** for a good balance of quality and bandwidth requirements.

Select **Slow Images** if you have meeting attendees on modem connections.

