

Starting Audio in Adobe Connect

Follow the steps below to start your AudioOne audio in your Adobe Connect room.

- Once you have entered your Adobe Connect room you will need to activate the audio when the conference is about to start.
**If you are doing room set up Audio should not be activated.*
- Start Audio Conferencing by clicking **Start** in the pop-up window or clicking the **Audio** button at the top of the screen followed by **Start Meeting Audio**
- Once the audio is connected you and your participants will see a pop up window you can choose (based on your audio settings) to have the system **Dial-out** to you, **Listen Only** or you can **Dial-in** following the instructions provided in the window.
**If you dial in to the system you will need to enter the token key provided to identify yourself in the meeting. This token key (i.e. *65*3332#) is a one-time use number the system uses to identify you in the current meeting room and will only work for this meeting.*

Attendee pod: will show you who is in the room and if they are connected via telephone.

Dial-out: Automatically shows with phone icon

Dial-in: If they did not enter the token id number they will be listed 2 times in the list, by name and by phone number.

*If you know who the phone number belongs to you can merge the two together by dragging and dropping the phone number to the name.

Listen Only: Will appear in the list without a phone icon.

- **IMPORTANT:** To end the Session you **MUST** Click **Meeting, End Meeting** failing to do so will result in unwanted access to the room and unnecessary audio charges.

