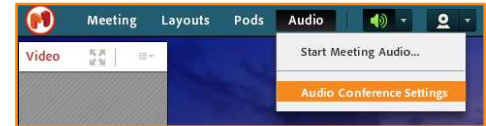


Audio options in Adobe Connect

Use the below information to setup appropriate Audio settings for your Adobe Connect room.

1. Click the **Audio** drop down menu
2. Click **Audio Conference Settings**
3. Choose your preferred **Audio Conference Settings**



Telephony Options: (Check this to enable Audio)

A. Using Phone

- a. **Broadcast Telephony audio** (Always selected recommended)
- b. **Provide Dial-in details to participants**
 - Hosts/Participants dial the access number and/or room number to join
 - International Participants Can Dial Using a Local Access Number
 - Contact MeetingOne Support or visit www.meetingone.com for
 - International Access Numbers
 - Additional Steps for Identifying/Merging Numbers.
 - See “Token ID/Merge” Document
- c. **Provide Dial-out option to participants**
 - Easiest for Direct Dialing
 - Hosts/Participants enter their Phone Number, then select “Join”
 - Hosts/Participants prompted to press “1” to enter the conference

VoIP Options: (Select these if you or your participants will be using VoIP audio for the conference)

B. Using Microphone (Computer/Device)

- a. **Allow participants to use microphones**
 - Best for Participants with No Phone Access
 - Completely Dependent on Internet Connectivity
 - See “Bandwidth Best Practices” Document for Using VoIP in
 - Adobe Connect Meetings

Start Audio Conference Settings

- Start Audio Conference automatically with this meeting
- Show Start Audio Conference dialog when meeting starts

