

CWL: Visual Guide to Ad be Connect

DAY OF DEFENSE PROCEDURES

- 1. Open Mozilla Firefox **no less than 30 minutes before the start time**, and go to the link that you were sent for your Adobe Connect room. (You will receive this link as soon as your reservation is made, so don't panic if you're reading this and haven't received your link yet.) Be sure your headset is working properly. You may do this as far in advance as you wish, only make sure whatever settings you change are still in effect at the time of your defense.
- 2. After clicking on the Adobe link you were sent, click the "Enter as a Guest" button. Type in your name, and click "Enter Room."

ADO	BE° CONNECT™
MP R	loom 1
enter	as a Guest
Name	Enter Room
	with your login and password uired for hosts, recommended for registered users)

3. MICROPHONE AND VIDEO



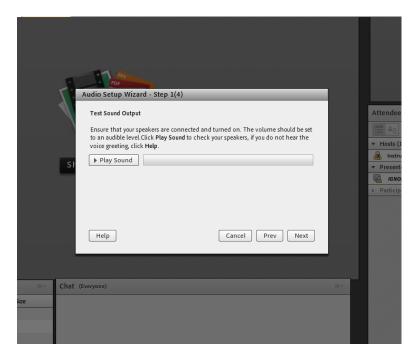
In the upper left-hand corner of the page, see the microphone & the video icons. Click on the microphone and on the video if you have it

4. AUDIO SETUP WIZARD

Adobe	Meeting 🚽 🚺 👻	• -	<u>9</u> -	* -
Share 8	Preferences			
	Audio Setup Wizard			

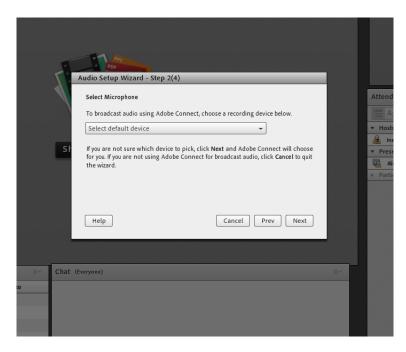
Make sure your headset w/ microphone and your computer's camera are on and connected. You can test to see if your headset is working properly by clicking the MEETING button on the top of the screen and selecting AUDIO SETUP WIZARD.

5. TESTING YOUR SOUND OUTPUT



Click the PLAY SOUND button. Do you hear a sound playing in your headset? If so, great! Click NEXT. If not, you'll have to tell your computer to look for your headset and not your speakers. SEE "HELPFUL TIPS" BELOW.

6. SELECT MICROPHONE



Select your headset from the dropdown menu and click NEXT.

7. TEST MICROPHONE

	Audio Setup Wizard - Step 3(4) Tune Microphone Volume To ensure that your microphone is working properly, click Record, and read the following sentence into the microphone. Click Stop once you are done and click the Play Recording button to hear your recording. Please speak "I can see the recording bar is moving and my microphone is working properly" or anything you desire Record Play Recording Help Cancel Prev Next		Atter
=*	Chat (Everyone)	=×	

Hit the RECORD button. Recite your favorite Emily Dickenson quote, your favorite Springsteen lyrics, or whatever you wish. When you are finished, hit "PLAY RECORDING." If you hear yourself talking, then all is well. Click NEXT

F	Audio Setup Wizard - Step 4(4)	
SF	Tune Silence Level To detect the amount of background noise around you, click Test Silence. Please make sure you are in a quiet place and stay silent until the progress bar is filled. Once this is complete, click Next. Test Silence	
	Help Cancel Prev Next	

8. THE SOUND OF SILENCE

Don't worry about TESTING SILENCE. Just click NEXT.

9. SUCCESS

	PDF	
	Audio Setup Successful!	
	Success You have completed the Audio Setup Wizard. If you are still experiencing problems	At
	with your audio, click the Help button below.	······
	Microphone - Microphone (SoundMAX Integrated Digital HD Audio)	
St	Microphone Volume - 50	<u>e</u>
Marian	Silence Level - 0	
	Help Cancel Prev Finish	
Chat	(Everyone)	

Ta-da! Hit FINISH and you're ready to roll.

- 10. Finally: Ask and defend away!
- 11. Be patient with the Media Services person. Let him set people up one at a time. Do not fiddle with your computer's settings unless and until he tells you to—it creates problems where there often were none.
- 12. Remember: you do not have to sign up for anything, and the use of the Adobe Connect service is paid for by the University. All you have to do is *click!*

SEE

TIPS

ON

NEXT

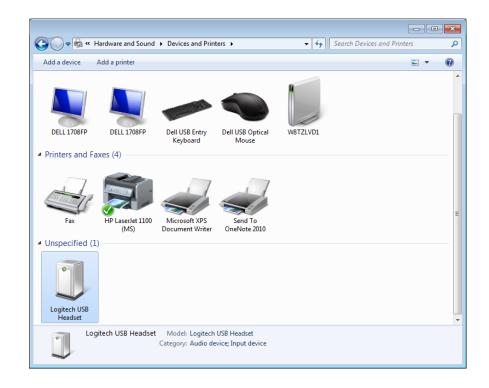
PAGE

HELPFUL TIPS:

- 1. Plug the headset in a day ahead of time (let drivers download onto your computer if the headset is new.)
- 2. UNPLUG speakers from your CPU—the computer's brain, where everything plugs in—not from the wall.
- 3. You can also "choose" headset on your computer. Do this by
 - a) going to your computer's CONTROL PANEL (pictured below)



b) Under HARDWARE AND SOUND, click on VIEW DEVICES AND PRINTERS



c) Right click on your headset and click on the first button, SOUND SETTINGS, and make sure your headset is selected.

🛞 Sound					×
Playback	Recording	Sounds	Communications		
Select a playback device below to modify its settings:					
	Speake Logite Defaul	e rs th USB He t Device	eadset		
	Speake Sound Ready		grated Digital HD	Audio	
Confi	gure		Set Defa	ault 🔻	<u>Properties</u>
			ОК	Cancel	<u>Apply</u>

d) Now you are ready for your defense.