

Connecting to the Voice Conference

Set Up Audio

- Speakers + Microphone – Can cause an echo in sound when the sound coming from the speakers plays back through a user’s microphone, then back through the speakers...
- Headphone + Microphone – Using a headset that includes headphones and a microphone creates the best possible sound for users.

Connecting to Audio

Select the Voice Conference button

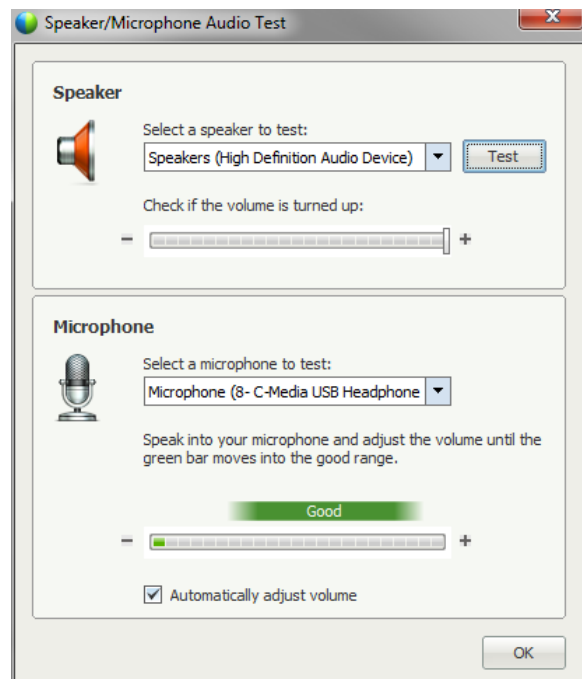


Speaker/Microphone Audio Test

Speaker: Select the speakers you would like to use from the dropdown menu. Click Test to ensure that these speakers are functioning properly.

Microphone: Select the microphone you would like to use from the dropdown menu. The system will check your Audio input. You should see a green bar indicator in the microphone area if your microphone volume is working.

Click Ok when finished.

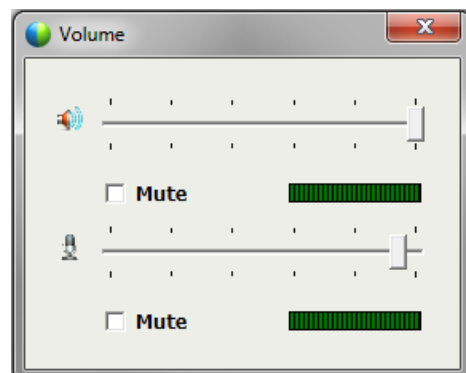


On the Quick Start tab, the Voice Conference button shows that you are now connected to the Voice Conference. To access the Volume control window select the Voice Conference button.



Voice Conference

(Connected) ✓



Muting Your Microphone

Mute your microphone/phone upon entering the audio conference until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.

