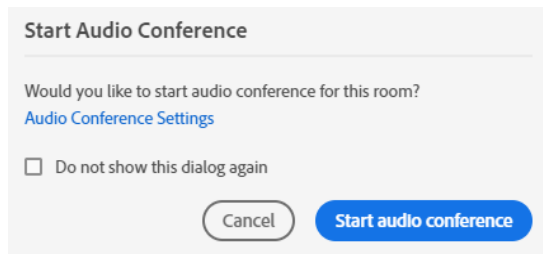# Adobe Connect 11 – New Interface – Integrated Audio Controls

Start Your Audio Conference within Adobe Connect

1. Log into Adobe Connect and begin your meeting or event.
2. If you have your audio preferences set to the preferred option "Show audio conference dialog when the room is opened", you will see the following screen. Either click on "Start Audio Conference" or click on "Audio Conference Settings" to view or change your audio Preferences.
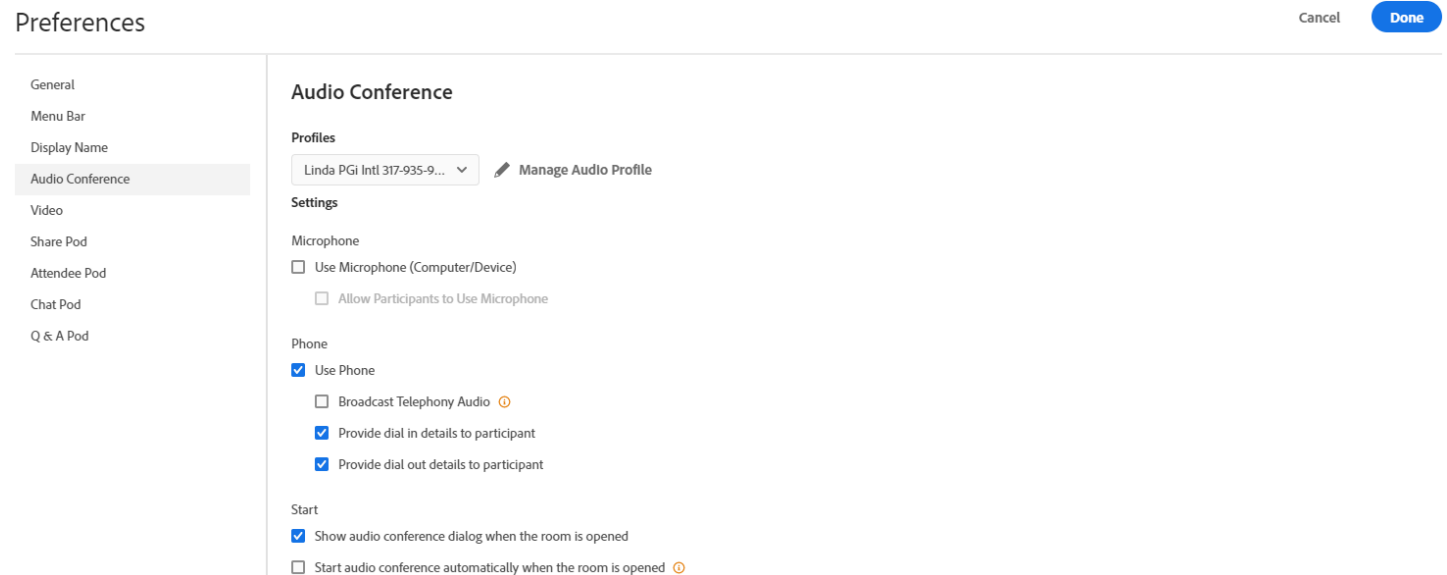
Start Audio Conference

Would you like to start audio conference for this room?
Audio Conference Settings

☐ Do not show this dialog again

(Cancel)   (**Start audio conference**)

If you click on "Audio Conference Settings" , you will see the following screen.

Preferences   Cancel   (**Done**)

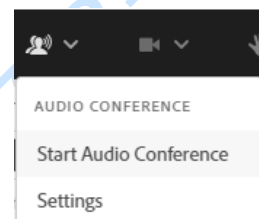|	
General	**Audio Conference**
Menu Bar	
Display Name	**Profiles**
Audio Conference	[Linda PGi Intl 317-935-9... ∨] ✎ Manage Audio Profile
Video	**Settings**
Share Pod	Microphone
Attendee Pod	☐ Use Microphone (Computer/Device)
Chat Pod	☐ Allow Participants to Use Microphone
Q & A Pod	Phone
	☑ Use Phone
	☐ Broadcast Telephony Audio ⓘ
	☑ Provide dial in details to participant
	☑ Provide dial out details to participant
	Start
	☑ Show audio conference dialog when the room is opened
	☐ Start audio conference automatically when the room is opened ⓘ

Starting the audio or viewing audio settings may also be accessed by clicking on the Audio Conference Icon 🗣 on the top ribbon, and then select "Start Audio Conference" or "Settings."
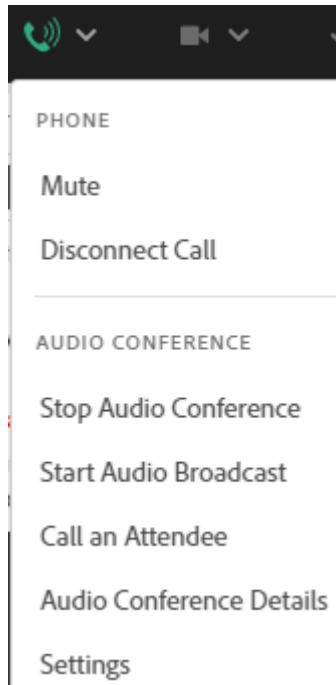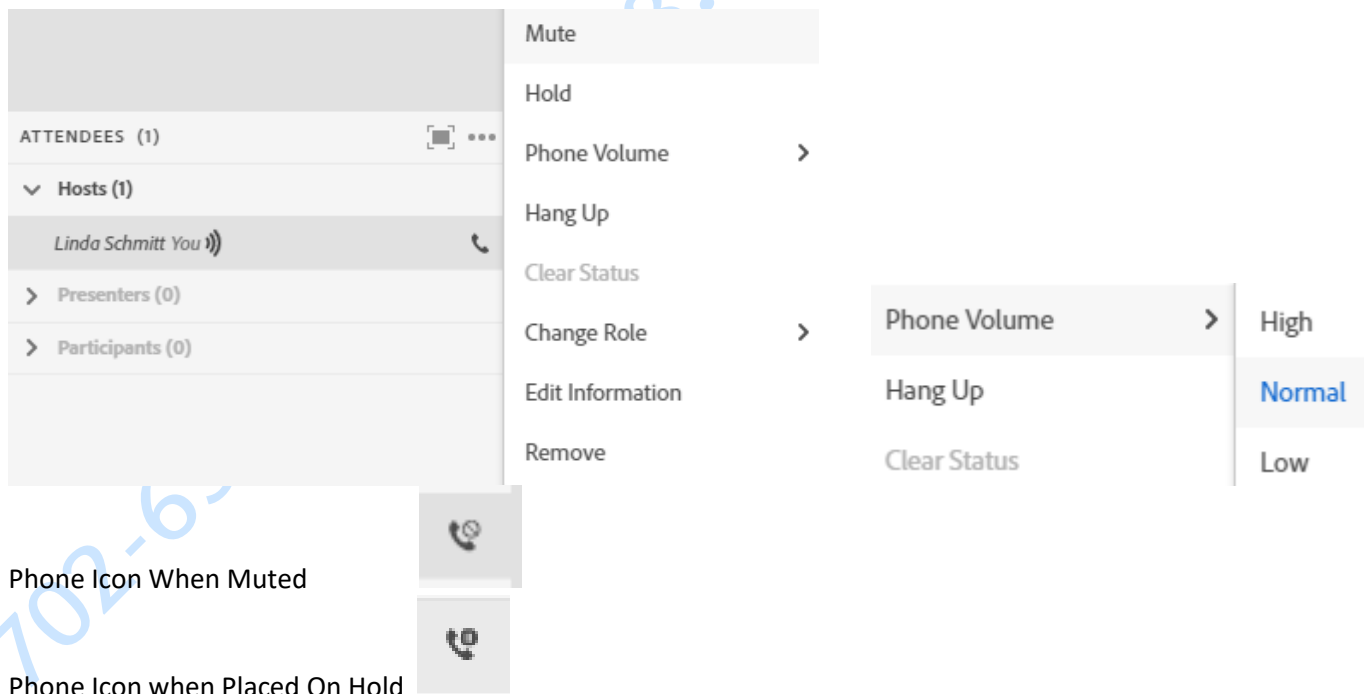
🗣 ∨   ◼️ ∨   ✋

AUDIO CONFERENCE

Start Audio Conference

Settings

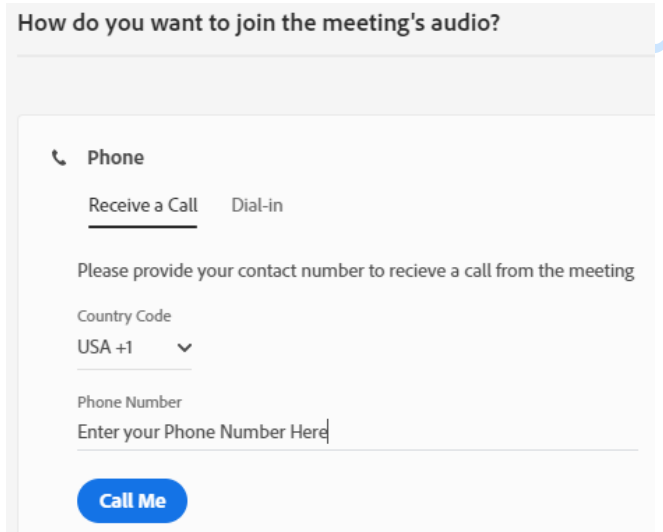## Adobe Connect Integrated Phone Menu (Top Ribbon Menu) Once Audio is Started

PHONE

Mute

Disconnect Call

AUDIO CONFERENCE

Stop Audio Conference

Start Audio Broadcast

Call an Attendee

Audio Conference Details

Settings

Adobe Connect Phone Options When Hovering or Clicking Mouse Over a Phone Icon in the Attendees Pod

ATTENDEES (1)

Hosts (1)

Linda Schmitt You

Presenters (0)

Participants (0)

Mute

Hold

Phone Volume   >

Hang Up

Clear Status

Change Role   >

Edit Information

Remove

Phone Volume   >   High

Hang Up   Normal

Clear Status   Low

Phone Icon When Muted

Phone Icon when Placed On Hold

Receive a Call

"Receive a Call" is Preferred as it automatically places the phone icon next to the name of web attendee.

Select Country and input your direct dial phone number to receive a call.   If international dial-out, please check with your provider to ensure international dial-out is enabled.

How do you want to join the meeting's audio?

☎ **Phone**

Receive a Call   Dial-in

Please provide your contact number to recieve a call from the meeting
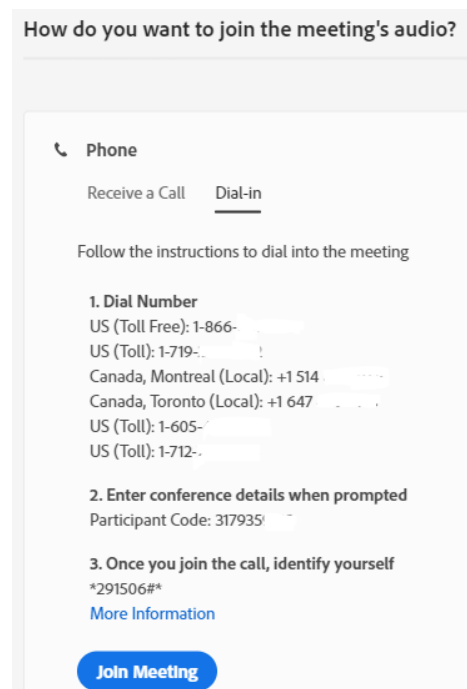
Country Code
USA +1   ⌄

Phone Number
Enter your Phone Number Here

Call Me

Dial-In:

Attendees may see all International Dial-In Numbers by clicking on the blue hyperlink "**More Information**" displayed in the Dial-in screen.

Helpful Tip: If dialing into conference, please ask attendees to input the provided identification numbers and symbols into their phone handset to identify their phone line to the Adobe meeting room.   This step is not asked if using "Receive a Call" above.

How do you want to join the meeting's audio?

☎ **Phone**

Receive a Call   _Dial-in_

Follow the instructions to dial into the meeting

1. Dial Number
US (Toll Free): 1-866-
US (Toll): 1-719-
Canada, Montreal (Local): +1 514
Canada, Toronto (Local): +1 647
US (Toll): 1-605-
US (Toll): 1-712-

2. Enter conference details when prompted
Participant Code: 317935

3. Once you join the call, identify yourself
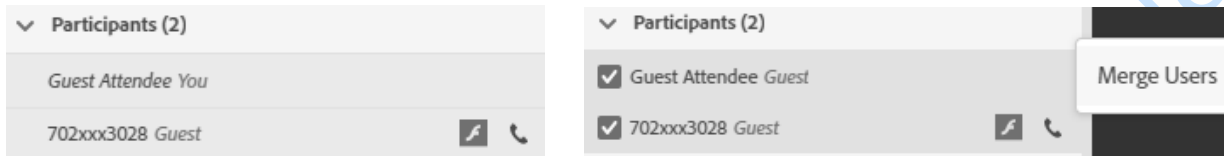*291506#*
More Information

Join Meeting

If you've enabled "use microphone" in preferences, others might also see "Using Microphone" or "Listen Only" to listen over the computer speakers.
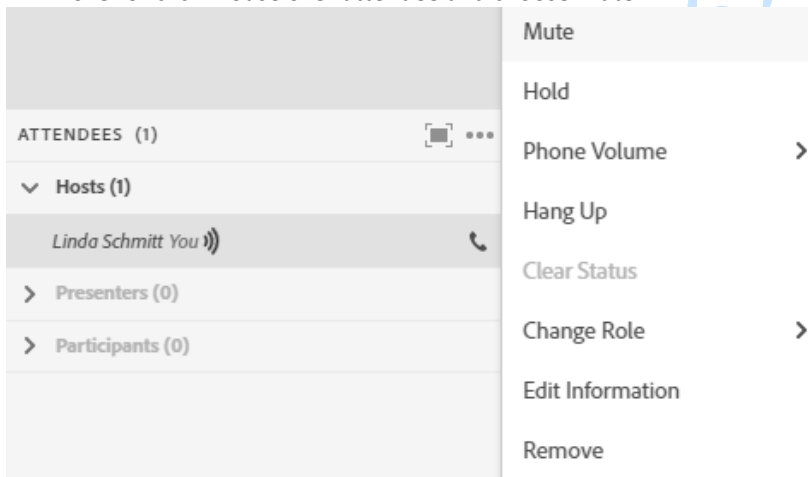
Merging Name and Phone Line:

If an attendee dials in and does not identify their phone line as detailed above, the host may merge the name & phone

1. In the attendees pod, click on the name of the person and the phone line, both will have a check mark.
2. A Pop-Up will Appear to "Merge Users"
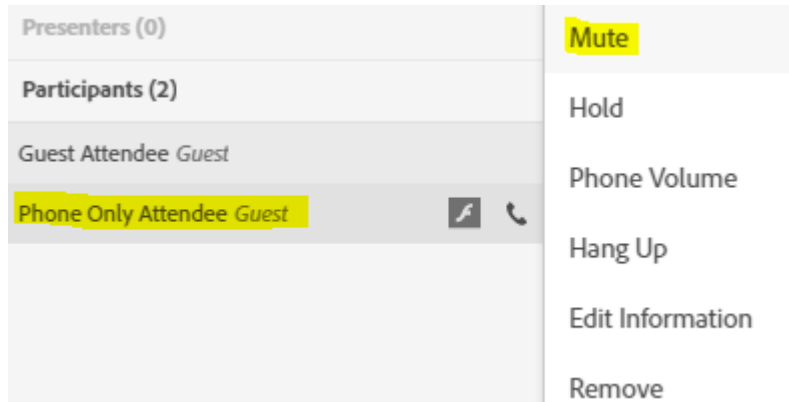3. Click on "Merge Users" and the name and phone icon will merge.

Mute Phone:

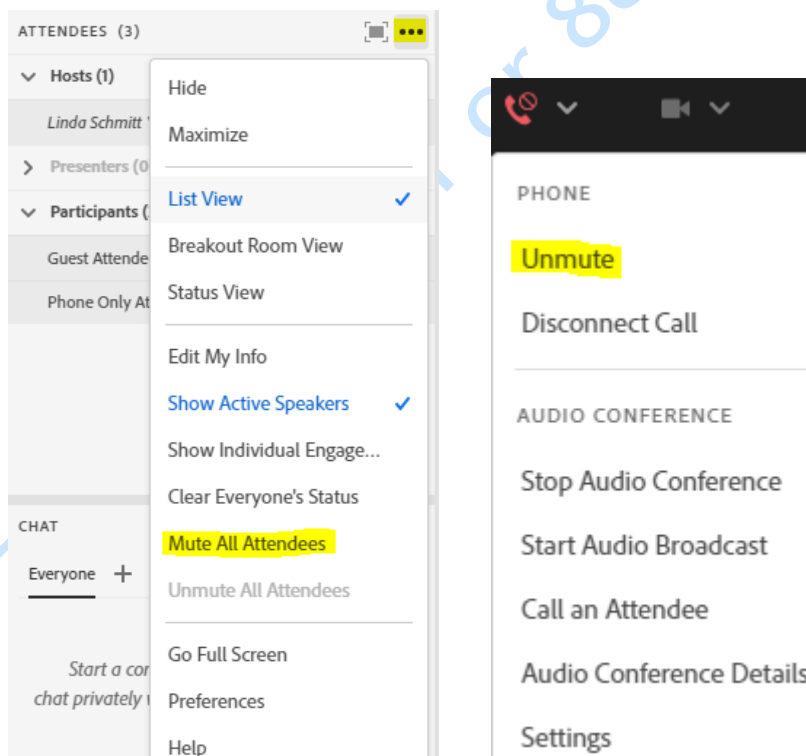1. Hover or click mouse over attendee and choose Mute

Muting a Standalone Phone Line:

1. Click on the phone attendees entry in the Attendees Pod
2. Hover over their phone icon
3. Click Mute

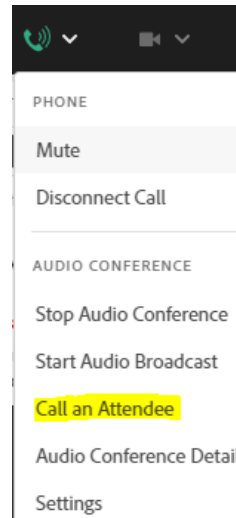|	
Presenters (0)	Mute
Participants (2)	Hold
Guest Attendee *Guest*	Phone Volume
Phone Only Attendee *Guest*	Hang Up
	Edit Information
	Remove

Muting All Attendees

1. Click on 3 Dots at top right of Attendee's Pod.
2. Select "Mute All Attendees"
3. If you as host are muted, click on the Phone Icon on top ribbon and select "Unmute" This only unmutes your phone

ATTENDEES (3)

- ∨ Hosts (1)
  - Linda Schmitt
- › Presenters (0
- ∨ Participants (
  - Guest Attende
  - Phone Only At

Hide
Maximize
List View ✓
Breakout Room View
Status View
Edit My Info
Show Active Speakers ✓
Show Individual Engage...
Clear Everyone's Status
Mute All Attendees
Unmute All Attendees
Go Full Screen
Preferences
Help

CHAT

Everyone +

Start a cor
chat privately

PHONE
Unmute
Disconnect Call

AUDIO CONFERENCE
Stop Audio Conference
Start Audio Broadcast
Call an Attendee
Audio Conference Details
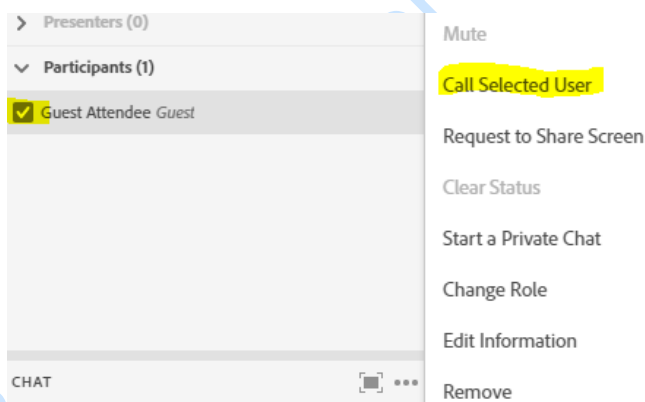Settings

Dialing Out to Participants

Call out to a new telephone user

1. Click on Phone Icon on top Ribbon and select "Call an Attendee"
2. Follow onscreen instructions.
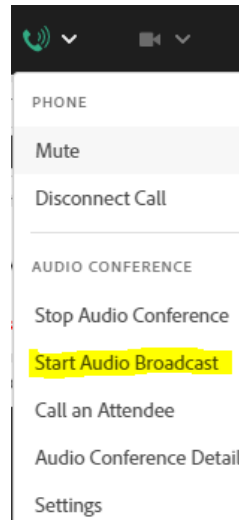3. Attendee will hear press 1 to join conference.

Call out to An Attendee logged in to Adobe Connect

1. In the Attendees pod, select the name of the attendee
2. Click on "Call Selected User"
3. Follow the onscreen instructions to call out to attendee
4. Attendee will hear press 1 to join conference.
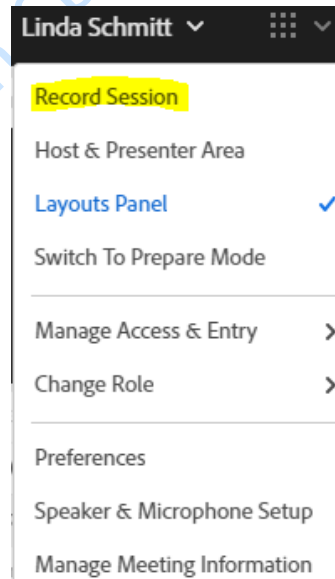
Starting Audio Broadcast:

Host can also click on the Phone Icon on top ribbon and select "Start Audio Broadcast".   This will broadcast audio over attendee's computer speakers.

PHONE

Mute

Disconnect Call

AUDIO CONFERENCE

Stop Audio Conference

Start Audio Broadcast

Call an Attendee

Audio Conference Details

Settings

Recording Your Meeting with Integrated Phone

Important: **You must first start your audio conference from within Adobe**

1. Click on your Name on top Ribbon and then "Record Session"

2. The Integrated Audio will be captured and synchronized with your Web Meeting.

Linda Schmitt

Record Session

Host & Presenter Area

Layouts Panel   ✓

Switch To Prepare Mode

Manage Access & Entry   >

Change Role   >

Preferences

Speaker & Microphone Setup

Manage Meeting Information

Audio Conference

1. When using Breakout Rooms, everyone must be on the phone. Alternately, you can use only VoIP, however you cannot use both options.

2. We recommend enabling ONLY the phone option in the Audio Conference Settings to ensure everyone chooses phone dial-in or dial-out. Dial-Out is preferred as it automatically merges the attendee's name with their phone icon.

3. The participant's web name and phone icon must be merged

    a. Use the Dial-Out, or Host can merge the name and phone number, or Attendee can key in their identifier

4. Go ahead and use the breakout rooms with confidence that all participant's audio will follow the users into their respective breakout room and back into the main conference once the breakout rooms are closed.

    Please note: The two way communication between VoIP and phone is only in the MAIN meeting room, when using breakout rooms everyone must be on the phone. Your VoIP attendees will be prompted to join the phone bridge during the breakout sessions.

Ending Your Audio:

1. Please End the Audio Conference at the conclusion of your Adobe Connect Meetings.
2. The host will click on the phone icon on the top ribbon and select "Stop Audio Conference"

Ending Your Meeting:

1. Hosts should always use the "end session" button at the top right of the screen to end the session.
2. If using integrated audio there is also a check box to end the integrated audio Conference

End Session ⏻

End Session

All attendees will be removed from the room when you end this session

Message for attendees

> Greetings! The host is not present and has closed the meeting.
>
> If you've joined early, please close your browser and try again (from the link you used to get here) in a few minutes.

☑ End Integrated Audio Conference

☐ Open a URL for all attendees after session ends

(Close) (Save message) (⏻ End Now)

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