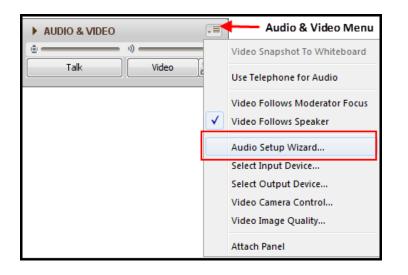


Audio Setup Wizard Quick Reference Guide

Prior to participating in a session, you should ensure that your audio is configured correctly. Audio settings can be configured using the Audio Setup Wizard.

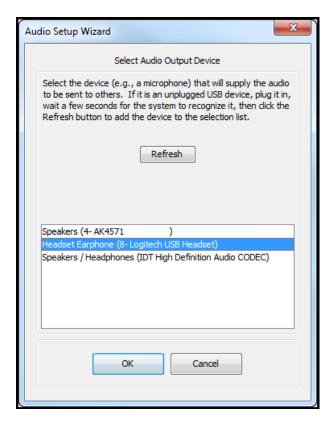
Using the Audio Setup Wizard on a PC

The Audio Setup Wizard is accessible from the Audio menu which is located in the Audio & Video panel.



Steps for Configuring Your Audio

- 1. Open the Audio Setup Wizard by clicking the Audio & Video menu and clicking Audio Setup Wizard.
- 2. From the Select Audio Output Device dialog, choose the device that will play the session audio e.g. speakers.
- 3. Click OK



 Click the **Play** button and adjust the volume slider so that you can clearly hear the pre-recorded message. Click **Stop** and then **Yes** to confirm you were able to hear the audio. If you were not able to hear the audio, click **No** and repeat the previous step.

Audio Setup Wizard	×
Speaker Setup	
A recorded audio message will begin to play when you press Play. While it is playing, adjust the speaker volume slider to a comfortable listening level. When done, press the Stop button to stop playing the messa When playing has finished, you will be asked whether the volume was satisfactory. If not, you will be given the opportunity to try again.	ge.
Speaker	
Play Stop	

5. Select the device you will use to send your audio during the session e.g. microphone.

- 6. Click OK
- 7. If you are using a headset or microphone just for you, select **Single Talker**. If you are using a single microphone to pick up multiple talkers in the same physical space, select **Multiple Talkers**.
- 8. Click **Record** and speak into the microphone using your normal speaking voice. Adjust the

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microphone slide bar so that it displays green bars with an occasional yellow bar. Red indicates that your audio is too loud or you microphone is too close to your mouth.

Microphone Setup
Your microphone will be enabled when you press Record. After pressing Record, speak into your microphone with a natural speaking volume and adjust the microphone gain slider so that the VU meter above the gain slider shows mostly green, with occasional yellow, but no red. When done, press Stop to stop recording. Note that you may record at most 10 seconds of audio, after which recording will stop automatically.
If you are using a headset or microphone just for you, you may want to use the "Single Talker" setting.
If you are using a single microphone to pick up multiple talkers, you may want to use the "Multiple Talkers" setting.
Single Talker
Microphone
Record Stop

9. Click **Play** and confirm you can hear your recorded voice. You are now ready to participate in the audio portion of the session.

Using the Audio Setup Wizard on a Mac

The Audio Setup Wizard on a Mac computer is slightly different than that of a PC. Open the Audio Setup Wizard in the same manner by clicking the Audio & Video Options menu located in the Audio & Video panel. Proceed as described above if you wish to use the default microphone and speakers on your Mac. If you

want to use a different device, click the Sound Preferences panel.

000	Audio Setup Wizard	
	Select Audio Output Device	
Audio output is change the def Sound Output p	s sent to the system default output device. To ault output device, use the System Preferences panel.	
Use the button	below to open it.	
	OK Cancel	

The Sound preferences panel has a screen for audio output or how you will hear the session audio and a screen for input or microphone for sending audio.

00	Sound	
Show All	٩	
Choose a device for soun	Sound Effects Output Input	
Name	Туре	
Internal Speakers	Built-in Output	
Logitech USB Headset	USB	
Settings for the selected de	evice:	
Balance:	left right	
		?
Output volume:	■ → → → → → → → → → → → → → → → → → → →	

Figure 1 Output

0	Sound
Show All	٩
	Sound Effects Output Input
	Sound Effects Output Input
Choose a device for sou	und input
Name	Туре
Internal microphone	Built-in Microphone
Line In	Built-in Input
Logitech USB Headset	USB
Settings for the selected	device:
	device:
Input volum	e: 🖳
Input volum	
Input volum	e: 🖳
Input volum	e: 🖳 📴 👝 👘 🖓 👘
Input volum	
Input volum	

Select the desired device for both Output and Input. Then close Sound preferences.

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