Participants, Presenters, & Hosts
Printable Document for Adobe Connect Pro Tools

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All instructions are progressive. Anything pertaining to Participants is also relevant for Presenters & Hosts, and Presenters documentation is relevant for Hosts.
Click "Allow" to Activate Your Microphone

PARTICIPANTS

1. The first time you click your microphone Talk button icon (red arrow) the screen will darken and the "Adobe Flash Player Settings" popup will appear.

2. Click the "Allow" button" (blue arrow). If you miss this popup or you click "Deny" you may need to log out and come back into the room.

3. Once you click "Allow" the screen will return to its normal appearance with the mic activated as indicated (orange arrow).

4. Next it's important to make sure your voice is actually transmitting. You can quickly determine that by looking at the green bar (green arrow) that moves as you talk. If there's no moving green bar, your voice is not transmitting.

   To fix that, review the Microphone Troubleshooting pages.

5. Be sure to click the Talk button again to de-activate your mic once finished speaking.

   Use the keyboard shortcut of Ctrl + M to toggle the "Hands Free" option.
6. Set your microphone volume by clicking the drop-down arrow as shown (purple arrow).

This control is independent of your computer’s volume control for speakers and sets microphone output levels only.
Microphone Troubleshooting (Vista OS)—Check for Voice Output

**PARTICIPANTS**

1. You can check to see if your microphone is actually working during the "Set as Default" process, here's how it's done.

2. Open the "Sound" dialog box shown below by right-clicking the speaker icon in your system tray and selecting "Recording Devices" (purple arrows).

3. This image is from my desktop computer and you can see that the mic on a stand is my default mic, even though it's for the folding Plantronics headset I'm using.

   You can quickly check if your mic is working by watching the green bar as shown (red arrow).

   If you don't see the dark green portion rise and fall with your voice, your microphone is not working.

4. For more information about correcting this problem see the Other Solutions section of Microphone Troubleshooting.
Microphone Troubleshooting—Correct Connections

PARTICIPANTS

1. When connecting your microphone headset to your computer it is important to make sure your plugs are inserted into the correct sockets.

   The two images on this page illustrate the plugs and the sockets. The equipment usually has icons representing the function.

2. Match the headphone plug to the headphone socket (blue arrows), and microphone plug to the microphone socket (red arrows).

3. The image below is from one of the Dell Latitude D620’s, but this pair of sockets can be found on nearly any laptop or desktop computer.

4. When connecting to a laptop, connect to the sockets on the computer itself, instead of the docking station.

5. When connecting to a desktop computer use the sockets on the front of the machine. They are easier to access and set as default than plugging into the rear of the computer.

6. If you are using just a stand-alone mic then you will have only one plug to contend with, but it will still plug into the microphone socket (red arrow).
Participating, Presenters, & Hosts
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**Microphone Troubleshooting (Vista OS)—Disable Built-in Mic/Set Default**

**PARTICIPANTS**

1. If you are using one of the Dell laptop's with the built-in mic you will need to disable that and set your headset as the default.

2. Begin by locating the speaker icon in your system tray. Right-click the icon and select "Recording Devices" (purple arrows).

3. A window similar to the one shown should open, with the Recording tab selected. If not, select it.

4. The green check mark indicates the default mic, which will be labeled "Internal Mic" or "Built-in Mic" as shown (green arrow).

   At this point it may be necessary to make your headset visible in the list. You can do that by right-clicking in the white field within the tab. In the pop-up list that displays, make sure both items are checked as shown (red arrow).

5. After showing Disabled and Disconnected devices you should have something like the second item in the list, labeled "Microphone/Line In" or similar. This represents your plugged-in headset and is the one you want to enable.

6. Highlight the "Microphone/Line In" item and then click the "Set Default" button (blue arrow).

7. If the "Set Default" button doesn't become active, right-click on the microphone you want to set as the default, and the pop-up menu shown will appear.

8. Click "Set as Default Device" (gray arrow). This should set your headset as the default device and activate your mic for an Adobe Connect meeting.

9. Click OK.

All instructions are progressive. Anything pertaining to Participants is also relevant for Presenters & Hosts, and Presenters documentation is relevant for Hosts.
Microphone Troubleshooting—Other Solutions

**IMPORTANT:** If you have had microphone trouble in the past, try to identify and eliminate the problem at least 24 hours prior to your next Adobe Connect Pro event. Two or more days would be even better. Don't hesitate to contact ETCS@missouri.edu for assistance before you need a trouble-free meeting.

1. Make sure there is not a mute switch on your microphone or the connecting cord, which is switched to the "mute" position. This image of the Plantronics headset shows the in-line mute switch in the off—or non-muted—position.

   The other side of this control has a volume wheel for the headphones. Rotate that to maximum.

2. Check to see that your headset plugs are connected to the correct sockets.

3. Verify that the plugs are fully seated by pulling them out and plugging them back in to check.

4. Verify that you have a working microphone by trying it on another computer.

5. Get a microphone you know is working on another computer, and try it on the machine you wish to use for the Adobe Connect event.

6. If you are using a desktop computer to attend an Adobe Connect event, you do not have a built-in microphone. You must use a stand-alone mic or a headset in order to speak during the audio portion of an Adobe Connect meeting.

7. If using a laptop, plug the mic or headset directly into the computer, not the docking station.

8. If you are using a desktop computer, use the sockets on the front of the computer, not the rear.
Microphone Troubleshooting—Set Default Mic in Windows XP

PARTICIPANTS

If you are still using Windows XP, this set of instructions should facilitate your microphone trouble-shooting and setup. Part of this setup procedure is using the Wizard to test your mic and speaker volumes, be sure to complete the Wizard sequence.

1. Begin by clicking the Start button on your Task Bar (red arrow).

2. Mouse up to “Settings” and then over to “Control Panel,” and click (green arrow).

3. The Control Panel will open. This view shows the icons, yours may be displayed in a list format.

4. In either case you want the “Sounds and Audio Devices” section. Double-click that item (purple arrow) and the Properties dialog box will open.
5. Here is the "Sounds and Audio Devices Properties" dialog box. If not already selected, click the "Voice" tab (blue arrow).

6. Once the Voice tab is selected, go to the "Voice recording" section.

7. Click the drop-down and choose the selection shown (orange arrow).

Now this particular example shows no other choices, but often people have other devices connected, such as a webcam.

8. If something other than SoundMAX Digital Audio is selected, this is likely why your mic is not working.

   It's possible that SoundMAX Digital Audio is not the exact phrase in your setup, but it will be something similar. What you are doing is selecting the sound card in your computer as the default device.

9. Once you have selected the computer's base sound device, click the "Volume..." button shown (red arrow).
10. Clicking the "Volume..." button opens the dialog shown as image **7-Recording Control**.

Select the control labeled, "Microphone" and place the volume control towards the top as shown.

11. Click the "X" to close the window.

12. From image **6-Voice Tab** above, click the button marked "Test hardware..." (green arrow). This action opens the Sound Hardware Test Wizard shown in images 8-11 below.

13. Complete the Wizard and click the Finish button marked by the blue arrow.

14. Once the Wizard closes, you will be returned to the dialog box shown by image **6-Voice Tab** above. Click OK to accept your changes.
15. An alternative method to access the "Sounds and Audio Devices Properties" dialog box shown in image 5-Properties above is outlined here. The orange arrow points to the speaker icon in your System Tray.

16. Hover your mouse over the speaker and right-click.

17. In the popup that appears, select "Adjust Audio Properties."

This action takes you to step 5 above where you may continue from there.
Non-Verbal Feedback Controls

PARTICIPANTS

The Non-Verbal Feedback controls may be found in two places. The first one is within the "Attendee List" Pod as shown right. Click the drop-down arrow (red arrow).

The second place is illustrated in the image below (blue arrow). This one will always be visible regardless of the room layout, so practice using these controls from the bottom-left position shown.

1. **Raise Hand**: use this tool to gain recognition in a room. There is also a button just to the left of drop-down arrow.
2. **Agree**: for an affirmative response.
3. **Disagree**: for a negative response.
4. **Step Away**: let everyone know you are temporarily unavailable.
5. **Speak Louder**: ask speaker to speak up. (See #12 below).
6. **Speak Softer**: ask speaker to quiet down. (See #12 below).
7. **Speed Up**: ask speaker to pick up the pace.
8. **Slow Down**: ask speaker to slow down the pace.
9. **Laughter**: indicate you're amusement.
10. **Applause**: indicate your approbation.
11. **Clear My Status**: allows you to clear your responses in items 2-5 above. The other ones are not persistent and disappear after 5 seconds.
12. **Set Mic Output Volume**: Set your microphone volume by clicking the drop-down arrow as shown (purple arrow).

This control is independent of your computer's volume control for speakers, and sets microphone output levels only.
Forward Meeting Invitation to Participants

PRESENTERS

1. After you’ve accepted your meeting invitation, go to your Outlook calendar and locate the meeting item (red arrow).

2. Double-click the meeting item to open it. A window similar to the middle image below opens.

   Go to the "Respond" section and click the "Forward" button. Then click the "Forward" link (orange arrow).

3. A second window opens as an email message with all the meeting particulars included.

   Manually insert email addresses for your Participants, or use the Outlook address book to add individuals or distribution groups (purple arrow).

4. Click the "Send" button to forward your meeting invitation to all of your Participants.

   Each of them will receive a meeting invitation which they can accept, placing an item within their Outlook calendar.

All instructions are progressive. Anything pertaining to Participants is also relevant for Presenters & Hosts, and Presenters documentation is relevant for Hosts.
**Full Screen Controls**

**PRESENTERS**

1. Locate the full screen controls shown and click the drop-down arrow indicated (brown arrow).

   The pop-up shown will appear. You have the choice of "Full Screen," which changes your display only. And "Presenters changes..." & "Enable Full Screen...", which are self-explanatory.

2. Select "Enable Full Screen toggle for participants." This gives Participants a control to enlarge their display screen if it's too small for them.

   Notice the check mark by the "Enable..." selection. This tells you the option is enabled for Participants.

3. The Participant screen shown below illustrates the Full Screen control (red box). When the Participant clicks the button shown, it enlarges their "Share" Pod to full screen.

4. If you are sharing an application from your computer, or a Web site, the Participant will have an extra pair of controls toggling between "Scale to Fit," and "Scroll," which gives a view that is even larger than Full Screen (yellow box).

   This is a handy option for your Participants, and you are encouraged to use it.
Share Your Computer Screen

PRESENTERS

1. Any items that cannot be uploaded to your Adobe Connect event must be shared via your computer screen. To start this process click on the button labeled "My Computer Screen..." (red box).

2. The image below illustrates the pop-up dialog.

3. In this example we'll choose "Desktop" as the sharing method (green arrow).

   Click the "Share" button (red arrow).

   Unless you have multiple monitors, you will not see check boxes for each monitor as shown here.

4. Once screen sharing is activated, you will see the message below telling you that Participants are seeing your screen.

   It will appear in place of the "What do you want to share?" controls illustrated above (blue box). This means which ever window you have active on your computer is what they see.
5. Additionally when sharing from your desktop, you and your Participants, will have 2 extra controls allowing you to toggle between "Scale to Fit" and "Scroll," which enlarges the display even more.

6. It is possible to annotate the document or Web page you are sharing. To do that, click the Adobe Connect icon found in your system tray (purple arrow).

   In the pop-up that appears, click "Pause and Annotate" (red box);

7. This will capture an image of your presentation and place it in a window with the annotation tools as shown (red box) in the image below. You cannot save those annotations but you can print them.

8. Click the "Resume" button as shown (yellow box & arrow) to turn off the annotation and resume your presentation.
Auto-Promote Participants to Presenters

HOSTS

There may be times when you need to promote all Participants to Presenter status. You can easily do that all at once.

1. Begin by clicking "Meeting" in the menu and then hovering over "Manage Access & Entry."

2. In the secondary menu that appears, click the "Auto-Promote Participants to Presenters" choice in the list (gray arrow).

3. A popup appears (blue arrow) with the message shown, select Yes to activate.

4. Once activated, the message and icon indicated by the box and green arrow will appear. All Participants and anyone entering the room as a guest will automatically be promoted to Presenter status.

Notice also Donald Duck now has that same Presenter icon beside his name, indicating his promoted status (red arrow).

5. You may disable Auto-Promote by hovering your mouse over the Presenter icon indicated by the green arrow; the message will reappear.
Click the **Turn Auto-Promote Off** link and the tool will be disabled. You must—however—manually return everyone to Participant status.

6. Hold down the **Ctrl** key on your keyboard and click each name that you wish to demote.

7. Once you have your Presenters highlighted—like Donald Duck’s name, click the **Set User Role** button indicated by the blue arrow.

   Click the **Set as Participant** choice. This will demote at one time, everyone selected.
Frequently you may have a need to change rights a participant has in your Adobe Connect meeting. You may accomplish that by selectively granting Participants additional rights into most of the Pods used in an Adobe meeting. This feature is particularly helpful if you would like to have someone take notes while you conduct a meeting.

1. Begin by highlighting the Participant you wish change rights for. See the green highlight for Donald Duck.

2. Click the Pod Options button in the lower right corner of the Attendee List Pod (purple arrow).

   The Pop Up list shown will open.

3. Click the first entry in the list, Change Enhanced Participant Rights… indicated by the green highlight just under the purple arrow.

4. A dialog box like the one shown at right will open. Notice that for a Participant none of the boxes are checked.

   You can selectively grant enhanced rights to any of the Pods shown here.
5. Assuming you wish to give the Participant the ability to take notes during your meeting, put a check in the box for "Note Pods" as shown here.

6. Click OK.

7. Donald Duck now has the ability to enter text in the Note Pod. To remove that permission just go through the same procedure and remove the check from Note Pods.

8. Click OK and Donald’s right to add text into the Note Pod is removed.
Microphone Rights

HOSTS

Hosts and Presenters have microphone rights by default, but Participants must be granted rights in order to speak within your Adobe Connect meeting. These rights are the responsibility of the Host and that procedure will be outlined below. There are two simple ways to accomplish the task: You may Grant/Revoke microphone rights individually or collectively.

INDIVIDUAL

Take a look at the image to the right, in this example we are using Donald Duck.

1. Move your mouse pointer and hover over the name of your Participant. A dialog box will appear (purple arrow).

2. Click the first button with the microphone icon.

3. You can see in the second image below that Donald now has a microphone icon next to his name. This indicates he’s been granted microphone rights.

4. The speaker icon just to the right appears in place of the mic icon anytime you key the mic to speak.

5. To revoke microphone rights, repeat the process in steps 1 & 2 above. Clicking the microphone button again will revoke mic rights for that individual.

You may select multiple individuals from the list to grant or revoke mic rights.
 COLLECTIVE

You may grant microphone rights all at once if you choose, here’s how. It’s not necessary to select any users for this procedure.

6. Locate the Pod Options button (green arrow) in the lower right side of the Attendee List Pod.

   Click this button and the pop-up list shown will appear.

7. Mouse down to the item highlighted in the list, Grant Microphone Rights To All, and click. Microphone rights will be granted to everyone at once saving you time and effort over the Individual method.

8. Notice here how all three Participants have a microphone icon by their name, indicating talking rights.

   You may revoke microphone rights from everyone at once the same way.

9. Begin with item #6 above, once the pop-up list displays click Revoke Microphone Rights From All.

   All Participants will no longer have microphone rights.

NOTE: It’s important to point out that the microphone controls outlined in this instruction apply to Participants only. Hosts and Presenters have mic rights by default and are not affected by the actions described here.
**Promote and Demote Participants**

**HOSTS**

It is often necessary to promote a Participant or Presenter to a higher level of permissions during an Adobe Connect meeting. The procedure is simple and the instructions included here should help you as the Host to manage your participants during the meeting.

1. Begin by highlighting the Participant you wish to promote, as shown here with Donald Duck.

2. Next come down the **Set User Role** button (red arrow). You will find it in the lower left corner of the Attendee List Pod. Click the button.

3. A list appears allowing you to set the permission level for the person or persons you wish to modify. You may do this as often as you need to.

4. Let’s promote Donald Duck to Presenter, click that choice and he will have the permissions needed for presenting and managing content (brown arrow).
5. Notice that Donald Duck now has a new icon by his name indicating his Presenter status.

6. I've also altered Mickey Mouse' status and given him Host permissions as a further example of altering status.

To undo any permission you've granted, just follow the steps and reverse the process by selecting Participant for the individuals you wish to demote.

7. One note of caution is indicated; it is possible to demote yourself from Host. Should you do this, you will not be able to promote yourself back to Host status as you won't have the controls to do so. And if no one else is in the room as a Host they won't be able to return your Host functions either.

You will need to log completely out of the Adobe Connect room, close all of your browser windows, and then return by logging back into the room with your Adobe Connect credentials.
Record Your Meeting
HOSTS

The process for recording your Adobe Connect meeting is simple, but you must take steps to initiate the recording yourself—it does not start automatically.

1. Begin by mousing up to "Meeting" in the menu and click.

2. A drop-down menu opens, giving you access to the Record function.

3. Click the Record Meeting... link and a dialog window will open.

4. The Name field will default to the name of the meeting, but you may change it if you wish. Notice also the number at the end of the name. As you make recordings in this meeting room; that number will advance with each new recording you start. This is an automatic feature that allows multiple recordings in the same room without over-writing a previous recording.

5. Enter a Summary if you wish.

6. Leave the Record audio from speaker phone check-box unchecked.

Click OK.
7. The dialog box disappears and a notice appears telling everyone the meeting is being recorded. The red button shown remains visible as long as the recording is in process. The verbal notice disappears after a few seconds (blue arrow).

8. To stop the recording hover over the red button to recall the verbal recording notice, and click the **Stop Recording** link.

You may start and stop the recording process as many times as you wish during a meeting.