Getting Started with VoIP in Connect Pro

Set Up Voice-over-IP (VoIP) for Audio Communication

1. Voice-over-IP (VoIP) allows you to communicate with meeting attendees using your computer's microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Manage My Settings > Audio Setup Wizard…**

2. The wizard guides you through five steps in which you are asked to test your speakers, select a microphone, and other options. Complete the wizard and click **Finish** to test your audio.

> **Tip:** If you intend to have multiple participants using VoIP, it is recommended that they run through the entire Audio Setup Wizard prior to the meeting.

Broadcasting VoIP

1. To begin using VoIP, locate the **Talk** button in the Layout bar. While pushing **Talk** your voice is being broadcast and you should see an indicator next to your name in the Attendee List and the indicator beneath the **Talk** button lights up green. Once you let go of the **Talk** button, your voice is no longer broadcast.

2. If you wish to continually broadcast your voice, click the **Lock** icon.

> **Tip:** For more information about choosing a microphone, watch a brief overview of microphone options: http://my.adobe.acrobat.com/microphones

### Grant Speaking Rights to an Individual Participant

By default all Hosts and Presenters have the ability to share VoIP audio. To enable a participant to share VoIP audio:

1. Highlight the name of the participant you would like to grant rights to by rolling over the participant's name.

2. Click on the microphone button.

3. If the participant has not installed the Acrobat Connect Add-in, the participant will be prompted to do so.

4. Once the Acrobat Connect Add-In has been installed and speaking rights have been granted, the participant will be prompted to begin speaking. To begin broadcasting voice using VoIP, the participant can either click the link or hold down the Control key and the letter M.

Grant Speaking Rights to Multiple Participants

1. Highlight the name of the participants you would like to grant rights to by rolling over the participant's name. With the names highlighted, select the microphone symbol.

2. Click the microphone and each of the selected participants will be granted rights to speak using VoIP. Alternately you could elect to allow all participants to speak by choosing Change Enhanced Participant Rights in the Attendee List's Pod Options menu.
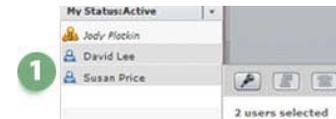
Installing the Acrobat Connect Add-In

1. Participants who do not have the Acrobat Connect Add-In installed will be prompted to install the Acrobat Connect Add-In. Click **Install** and follow the instructions.