# How to Enhance Media Quality in a Meeting Room

The following instructions provide valuable steps for presenters to setup their webcam and/or microphone and adjust the audio and video quality for a better presentation experience in Adobe Connect.

Step-by-step guide

1. A webcam offers full control over video and audio with one device. This webcam example is sufficient for use with Adobe Connect. It provides sufficient video and audio capabilities for your virtual meetings and presentations.
    1. Go to Logitech Website
    2. Go to Adobe Connect Help
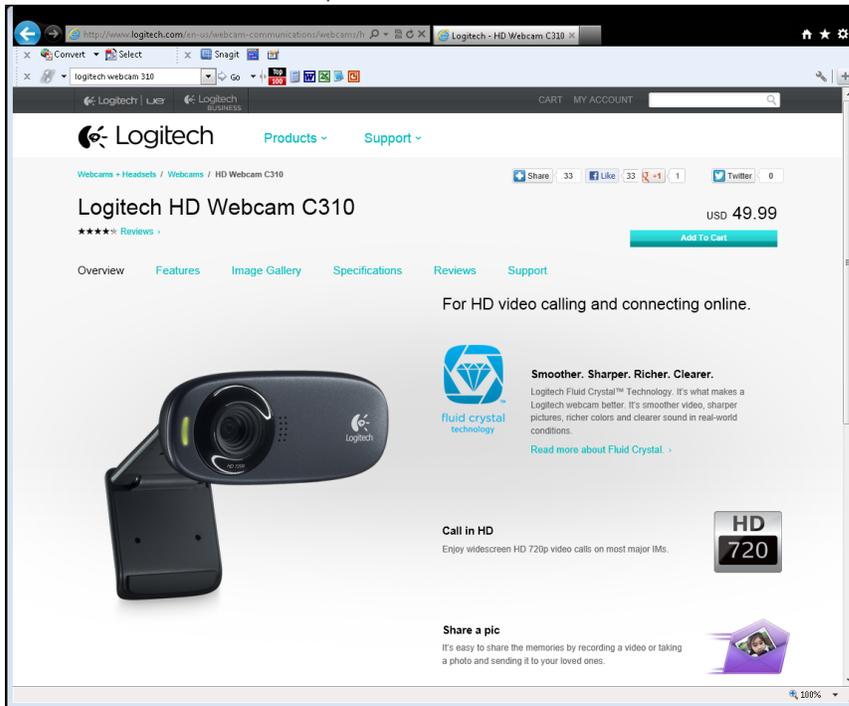
2. Use an external microphone with headset with USB connection for clear sound. You can even use the headset only for sound, if sound from the microphone is causing an echo with your speakers.

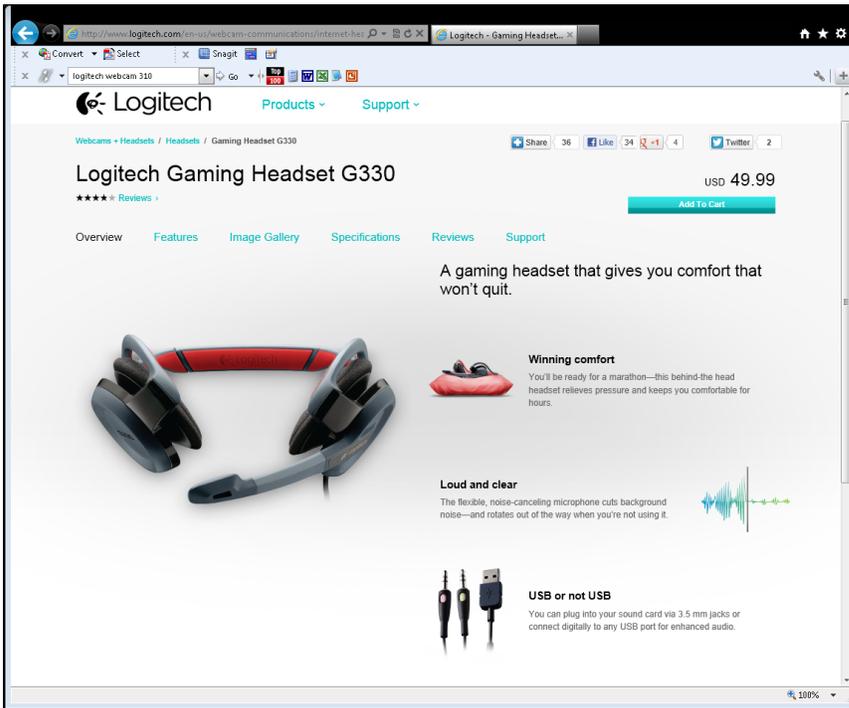3. Regardless of your audio/video device you have you will need to adjust your audio settings for an optimal audio experience. Each presenter will need to do this in their meetings.
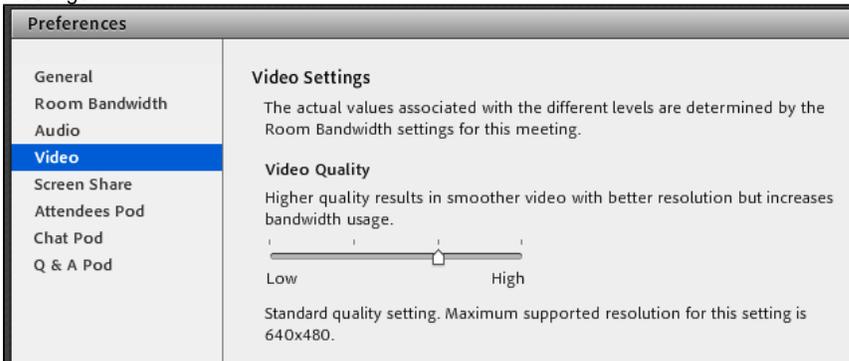
4. Click on the Meeting tab, then Audio Setup Wizard.
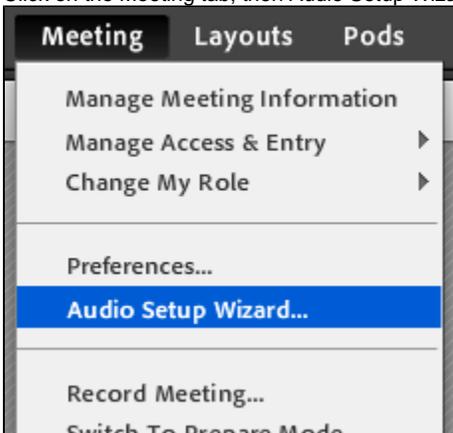
5. Follow the instructions to setup both the webcam and microphone. Click **Next**.

Audio Setup Wizard

Welcome

The Adobe Connect Audio Wizard will help setup and tune your audio devices for use with Adobe Connect.

Click **Next** to proceed. If at any point your audio doesn't work as expected, click **Help** for troubleshooting tips.

| Help | | Cancel | Next |

6. To test your sound output (speakers) or headset click Play Sound. Click Next.

Audio Setup Wizard - Step 1(4)

Test Sound Output

Ensure that your speakers are connected and turned on. The volume should be set to an audible level. Click **Play Sound** to check your speakers, if you do not hear the voice greeting, click **Help**.

▶ Play Sound

| Help | | Cancel | Prev | Next |
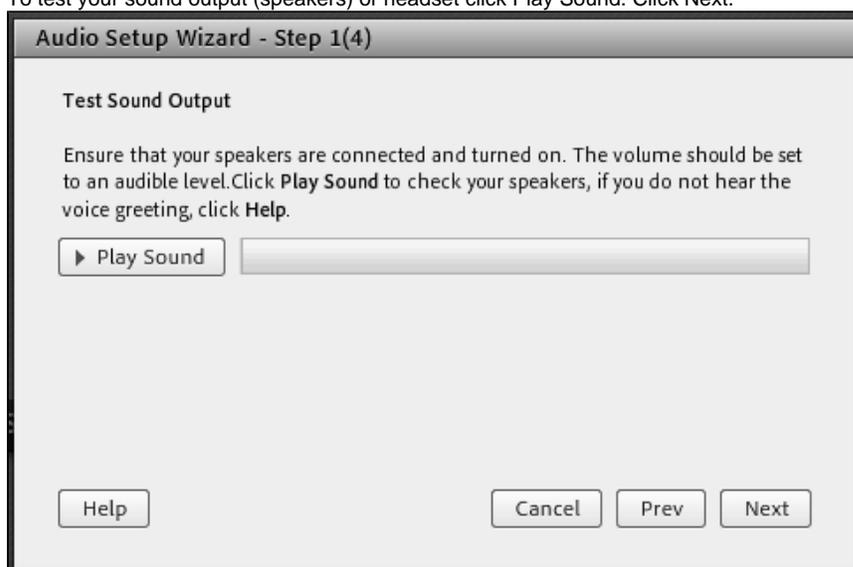
7. Select your Microphone from the drop-down list. Choose either your webcam or headset. Click **Next**.

Audio Setup Wizard - Step 2(4)

Select Microphone

To broadcast audio using Adobe Connect, choose a recording device below.

Microphone (HD Webcam C310) ▼

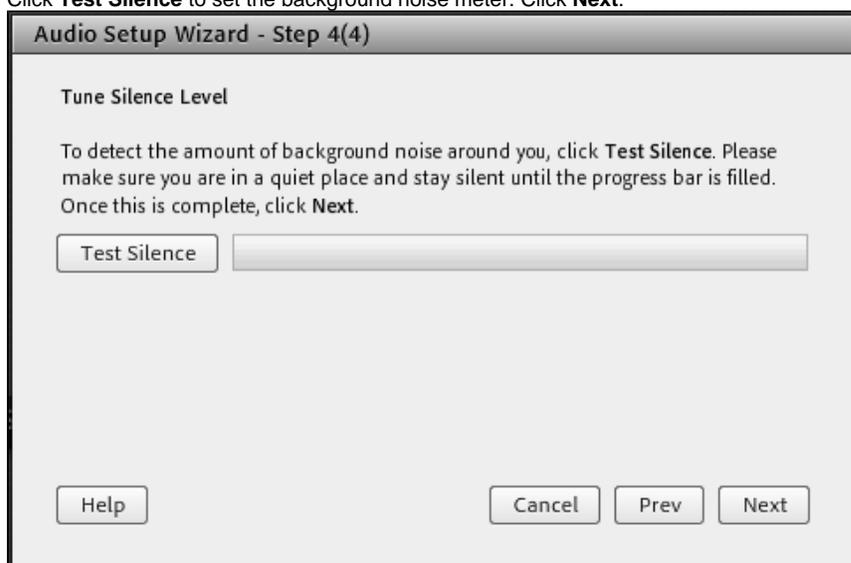If you are not sure which device to pick, click **Next** and Adobe Connect will choose for you. If you are not using Adobe Connect for broadcast audio, click **Cancel** to quit the wizard.

Help   Cancel   Prev   Next

8. First, read the sentence while recording it. Then play the recording to ensure your microphone worked. You will see a blue bar appear as you speak.

Audio Setup Wizard - Step 3(4)

Tune Microphone Volume

To ensure that your microphone is working properly, click **Record**, and read the following sentence into the microphone. Click **Stop** once you are done and click the **Play Recording** button to hear your recording.

Please speak *"I can see the recording bar is moving and my microphone is working properly"* **or anything you desire**

● Record

▶ Play Recording

Help   Cancel   Prev   Next

9. Click **Test Silence** to set the background noise meter. Click **Next**.

Audio Setup Wizard - Step 4(4)

Tune Silence Level

To detect the amount of background noise around you, click **Test Silence**. Please make sure you are in a quiet place and stay silent until the progress bar is filled. Once this is complete, click **Next**.

[Test Silence] [   ]

[Help]   [Cancel] [Prev] [Next]

10. You have completed the Audio Wizard Setup. Click **Finish**.

Audio Setup Successful!

Success

You have completed the Audio Setup Wizard. If you are still experiencing problems with your audio, click the **Help** button below.

Microphone - Microphone (HD Webcam C310)
Microphone Volume - 65
Silence Level - 0

[Help]   [Cancel] [Prev] [Finish]

11. There have been issues with choppy audio or echo with the audio quality. Adobe suggests disabling the Advanced Enhanced Audio settings to get better audio. These settings would have to be set for each meeting room.

- Select **Meeting** > **Preferences**
- The Preferences page appears
- Click the **Audio** tab
- Make sure **Use Enhanced Audio** is NOT selected (see screenshot below)
- Click **Done** to exit the Preferences window
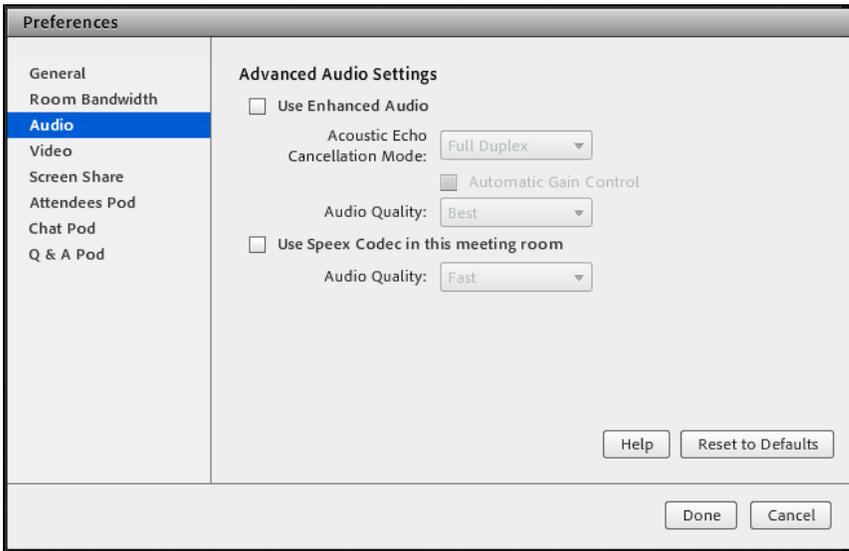
12. There are a number of settings that supposedly help reduce any echo. However, you can also get echoes from having two instances of a meeting open or by having the audio that is coming out of your speakers detected by your microphone. A headset microphone can help address this.
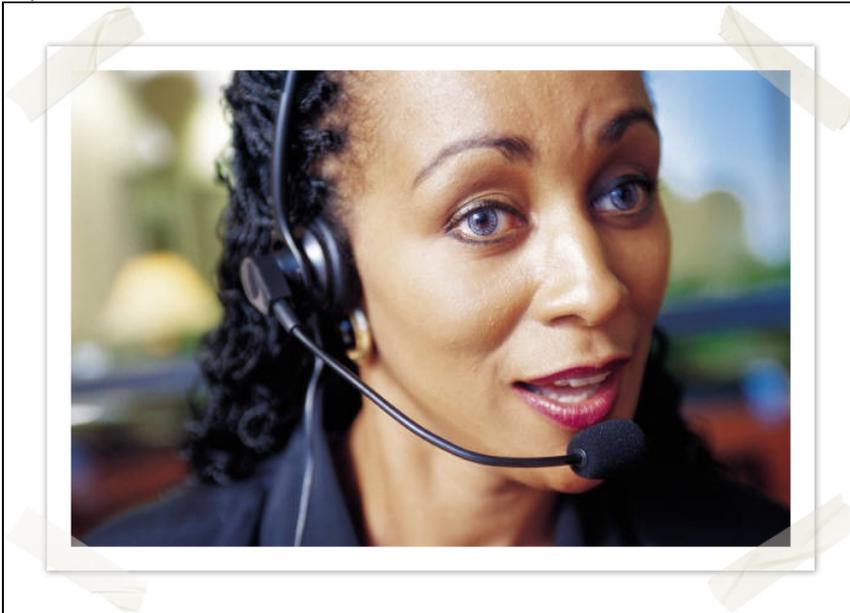

13. Each time you start your audio and video the Flash player will seek to take control of these devices. You must click **Allow** for the audio and video to respond correctly.

14. Once your video opens, click **Start Sharing** so that all attendees will see your video.

15. You can also click the drop-down arrow on the camera and voice pod to select your camera as well as audio and video preferences.
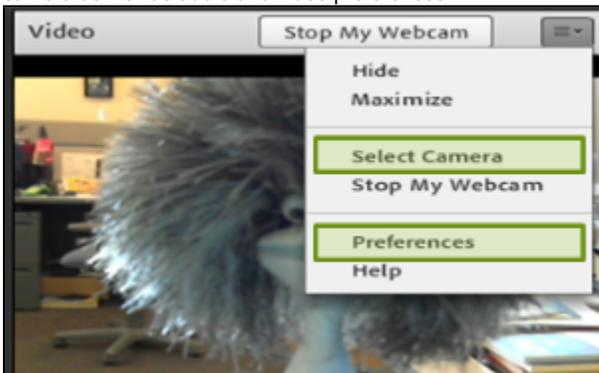
Best Practices for Using Microphone & Webcam