USING ADOBE® CONNECT®

USER’S GUIDE

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Getting Started With Adobe® Connect®

Welcome to Adobe Connect! Adobe Connect provides a way to interact visually and vocally in a virtual meeting space. Adobe Connect can be used for business meetings, distance learning, or any time a gathering of individuals needs to occur in a virtual space.

Before you begin using Adobe Connect, navigate to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm and test your connection settings. If you do not pass the connection test, review the system requirements to ensure that your computer meets the minimum requirements.

Additional information on how to use Adobe Connect can be found by navigating to http://www.adobe.com/support/connect/gettingstarted/index.html. Adobe provides a quick start guide for using Adobe Connect that will be extremely helpful, if you have never before used Adobe Connect. You can access the quick start guide by navigating to http://seminars.adobe.acrobat.com/vqs-participants/.
System Requirements

Verify that your computer meets the following system requirements. You will need to meet these system requirements to use Adobe Connect.

**Windows® Operating System**

- **Hardware Requirements**
  - 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
  - 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8; 1GB of RAM (2GB recommended) for Windows Vista
  - Webcam
  - Microphone (an all-in-one headset can be used in place of a microphone)

- **Operating System**
  - XP (32-bit)
  - Vista (32/64-bit)
  - 7 (32/64-bit)

- **Web Browsers**
  - Internet® Explorer® v.8 and v. 9 (v.9 is not supported on Windows XP)
  - Mozilla® Firefox® v.21 and v.3.6.20
  - Google® Chrome® v. 27

- **Other**
  - Adobe® Flash® Player 10.3
  - Java® Platform v.7
  - Internet
    - A high-speed internet connection (1 MB transfer rate or higher) is required
Macintosh® Operating System

- **Hardware**
  - 1.83GHz Intel Core™ Duo or faster processor
  - 512MB of RAM (1GB recommended)
  - Webcam
  - Microphone (an all-in-one headset can be used in place of a microphone)

- **Operating System**
  - OSX 10.5® (Leopard®)
  - OSX 10.6® (Snow Leopard®)
  - OSX 10.7® (Lion®)

- **Web Browsers**
  - Safari® v.4, v.5, and v.5.1 (v. 4 is not supported on OSX 10.7, v.5.1 is not supported on OSX 10.5)
  - Mozilla Firefox v.21 and v.3.6.20
  - Google Chrome v. 27

- **Other**
  - Adobe® Flash® Player 10.3
  - Java® Platform v.7
  - Internet
    - A high-speed internet connection (1 MB transfer rate or higher) is required
Audio Session Setup

You will need to use a telephone in order to connect to the audio conference portion of the Adobe Connect meeting.

1. When you log into an Adobe Connect session, the Join Audio Conference screen displays and contains two options: Dial-out and Dial-in. Select the **Dial-out** radio button.

   ![Join Audio Conference](image)

   - **This meeting’s audio conference was successfully started. How would you like to join the meeting’s audio conference?**
   - **Dial-out [Receive a call from the meeting]**
     
     (+ Country code - Area/city code - Number E.g. +1-415-555-1234)
   - **Dial-in to the Audio Conference via Phone**
   - **Using Computer**

   ![Join Audio Conference](image)

   ![Join Audio Conference](image)

   ![Join Audio Conference](image)

   ![Join Audio Conference](image)

   - **Join**
   - **Cancel**

2. Enter your phone number in the field beneath the **Dial-out** radio button. The correct formatting for your phone number is displayed under the phone number entry field.

3. Select the **Join** button. The Adobe Connect audio session will place a call to the phone number you entered.

After answering the phone call, you should be able to hear the meeting host when he/she begins to speak. If you do not hear any sound: verify that the meeting host is speaking; that the volume on your speakers is on and at an adequate volume; that your computer passes the Adobe Connect connection test; verify that your computer meets the hardware and software requirements for the course.
Using Your WebCam with Adobe Connect

Adobe Connect provides the ability to send and receive WebCam activity within the Adobe Connect session. This topic explains how to configure your WebCam within Adobe Connect and share the activity with other participants. The document is divided into two sections: participants and hosts.

Using a WebCam with Adobe Connect for Participants

Before configuring your WebCam, you will need to connect the WebCam to your computer. Your operating system will detect the WebCam and may initiate a setup process that is separate from Adobe Connect.

After connecting your WebCam to your computer and completing any initial setup processes, open a supported web browser and navigate to your Adobe Connect session. Once the Adobe Connect session is established, complete the following steps.

1. Select the **arrow** button next to the **WebCam** button located at the top of the screen. A drop-down menu displays.

2. Select the **Start My Webcam** option from the drop-down menu. An *Adobe Flash Player Settings* screen displays.
3. Select the **Allow** button. A preview of the WebCam image appears in the Video pod.

4. Inside the Video pod, select the **Menu** button, located on the right side of the pod. A drop-down menu appears.
5. Select the **Preferences** option. The **Preferences** screen displays.

![Preferences Screen]

6. There are three video settings you can adjust on the **Preferences** screen:

   **Disable Webcam Preview**: Select this checkbox if you do not want a webcam preview displayed when you start your WebCam within Adobe Connect.

   **Highlight Active Speakers**: Select this option if you want the name or image of the person currently speaking to be highlighted on your screen.

   **Video Quality**: Use the slider bar to adjust your video quality. The higher the video quality, the more bandwidth that is used to display the video. Select the appropriate setting for your Internet connection speed.

7. Select the **Done** button to save the changes you have made and exit the **Preferences** screen.

This completes the WebCam configuration for participants. Repeat these steps as is necessary.
Using a WebCam with Adobe Connect for Hosts

Configuring your WebCam as a host is the basically same as configuring a WebCam for a participant. However, hosts have an additional setting that is unavailable to participants.

1. Select the **arrow** button next to the **WebCam** button located at the top of the screen. A drop-down menu displays.

2. Select the **Enable WebCam For Participants** option. Selecting this option allows the Adobe Connect participants in the session to share their WebCam images with the other session participants. Participants will be unable to share their WebCam images within the Adobe Connect session until this setting is selected.

This is the only setting to configure for Adobe Connect session hosts. Review the participants section to configure the general settings.
Using Adobe Connect with a Multi-WebCam Computer
If you have more than one WebCam attached to your computer, you can select which WebCam image is used within the Adobe Connect session.

1. Inside the Video pod, select the **Menu** button, located on the right side of the pod. A drop-down menu appears.

2. Select the **Select Camera** option. The **Adobe Flash Player Settings** screen displays.

3. Select the name of the WebCam you want to use from the drop-down menu. Next, select the **Close** button to save your changes.

The WebCam you selected is active. Repeat these steps as needed.
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