Instructions
Adobe Acrobat Connect Pro web-meeting

Adobe Acrobat Connect Professional

Adobe Acrobat Connect Professional is a web-based videoconferencing software. Short introductions of Adobe Connect Professional can be seen in YouTube
http://www.youtube.com/watch?v=2syFXr6pRZ8 and
http://www.youtube.com/watch?v=3fb9SS5IYzM&feature=related

Requirements

In successful use of Adobe Connect Pro you need a rather new computer, internet connection and www-browser with Flash Player –plugin. What you also need is a head-set or loudspeakers if you want to be connected with others with voice. If you want to use video in your meetings you need also a web-camera.

Adobe Connect Pro is supported by following operating systems and www-browsers:

- **Windows 98 SE, 2000, XP (Windows XP is recommended)**
    - Internet Explorer 5.0 or later
    - Mozilla Firefox 1.5 or later
    - Netscape Navigator 7.1

- **Mac OS X 10.2, 10.3, 10.4 (PPC/Intel)**
    - Safari 1.1 or later
    - Mozilla Firefox 1.5

- **Extra requirements**
    - Flash Player plugin of the browser –version 9.0.0.0 or later
    - Minimum connection speed is ADSL/cabel
    - Minimum 1 GHz processor when screen sharing is used

Latest version of Flash Player –plugin can be downloaded for free in address
http://www.adobe.com/go/getflash/

Before the web-meeting

Test your headset in advance. Listen whether you can hear the talk in address
http://uk.youtube.com/watch?v=2syFXr6pRZ8
If you cannot hear the voice check the voice settings in the control panel of your computer.

Participation in a test meeting

Aim of a test meeting is to technically test connection, microphones and loudspeakers work properly. It is highly recommended to test the connection with same computer you are going to use in the final web-meeting.

Participation in a web-meeting

- Start your web-browser and go to the meeting address https://online.tse.fi/utucesejump/
- Choose *Enter as a Guest* and write your name and press *Enter Room*


- First of all you should check your microphone and loudspeakers. This is worth doing at the beginning of each web-meeting you participate. Choose *Meeting* from the top of the screen and from there *Audio Setup Wizard.*
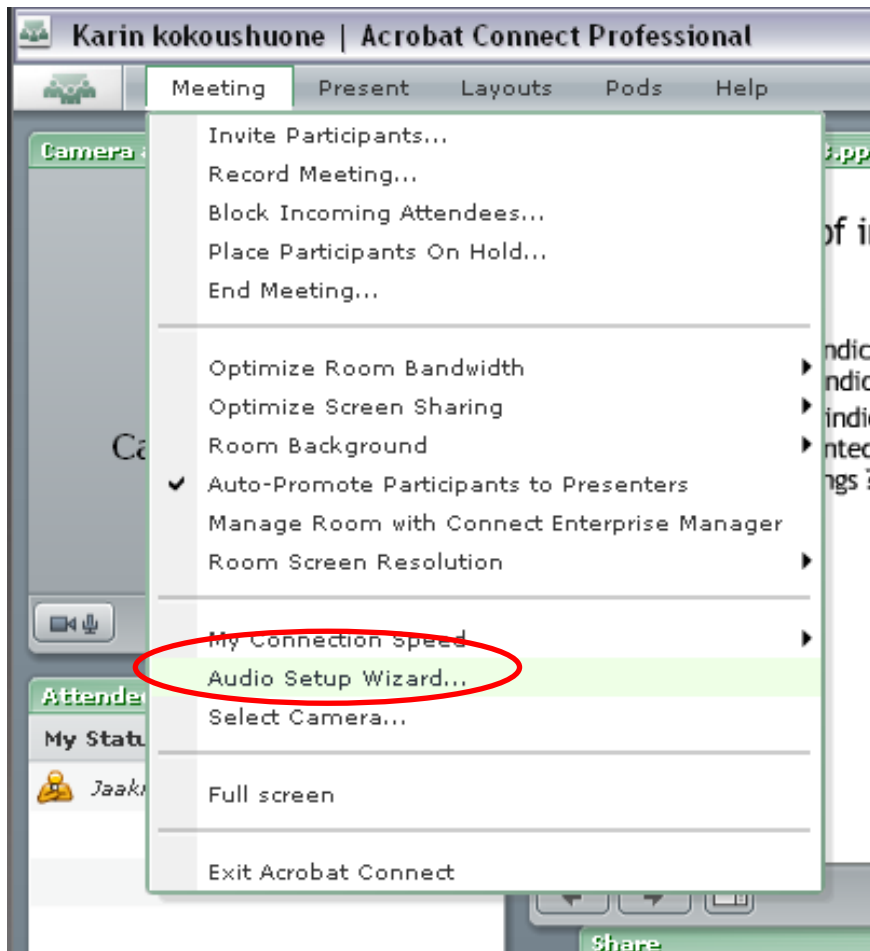
- See all points of the test from 0 to 5. Points 1, 2 and 3 are the most important ones.
- **Point 1**, test your loudspeakers (or headsets). Press *Test*-button in order to test the voice
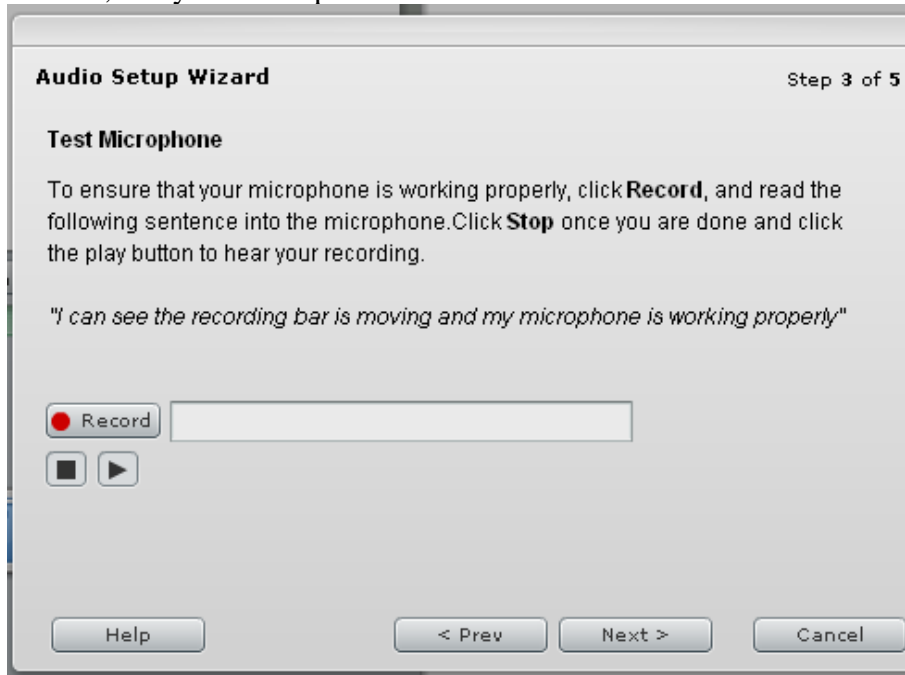

volume.
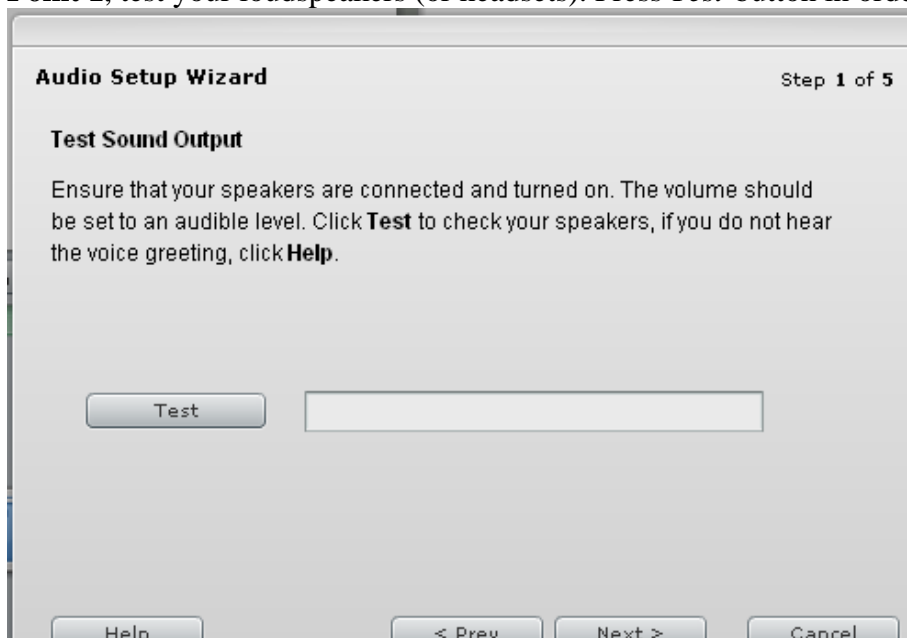
- o If you cannot hear anything check
  - cable of your loudspeakers or your headset
  - whether your loudspeakers are on,
  - whether there is selected mute in your loudspeakers,
  - check loudspeaker and microphone settings of Windows.

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- **Point 2**, choose device which you are going to use for recording (and later for talking)


- **Point 3**, test your microphone

  - o Press *Record*-button and talk something. There should appear a green light together with your speech. Press *stop*-button. Press *play*-button as long as you can hear your own speech. If you cannot see the green light moving synchronously with your voice check
    - ■ that your microphone is connected properly,
    - ■ whether your microphone has mute on,
    - ■ did you choose the right recording device **at point 2**,
    - ■ check voice settings of Windows.
- Move on to the last page of *Audio Setup Wizard* and press Finish. Now everything is ready for the web-meeting to start!

- Start your microphone and camera so that others can hear and see you. Press *Start my camera and voice* –button in *Camera and Voice* -box.
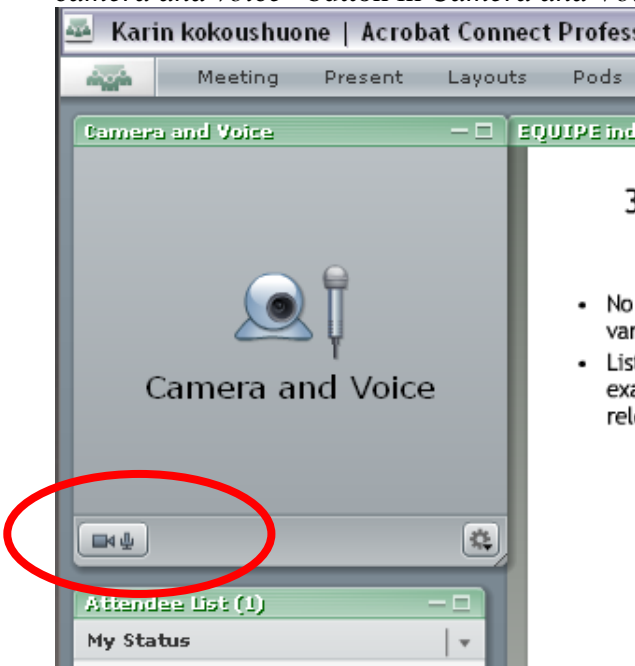
- When you want to talk press *Hands-free* –button on the right side of the *Talk* –button. (As a *Hands-free* –symbol there is a small lock). When others can hear your talk you can see the green light moving on the top of you name synchronously with your voice.