

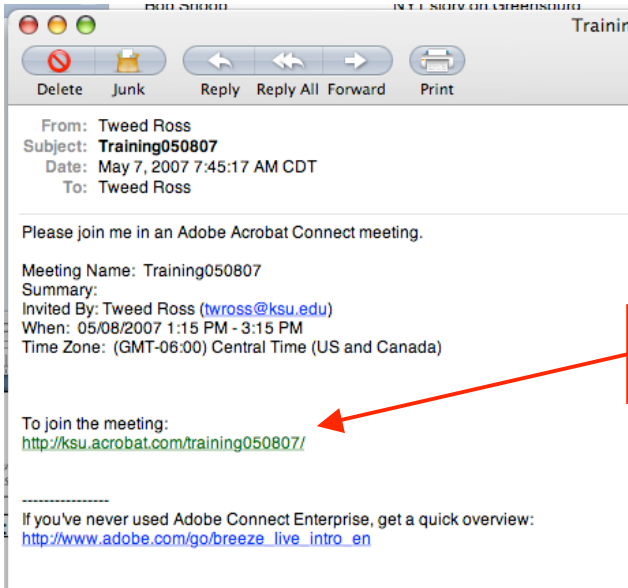
Adobe Connect Cheat Sheet

Q. What do I need to do to set up a conference?

- A.**
1. Schedule a “virtual conference space.”
 2. Schedule a physical conference space—if needed.
 3. Make sure conference attendees have the necessary hardware.

Q. What will happen next?

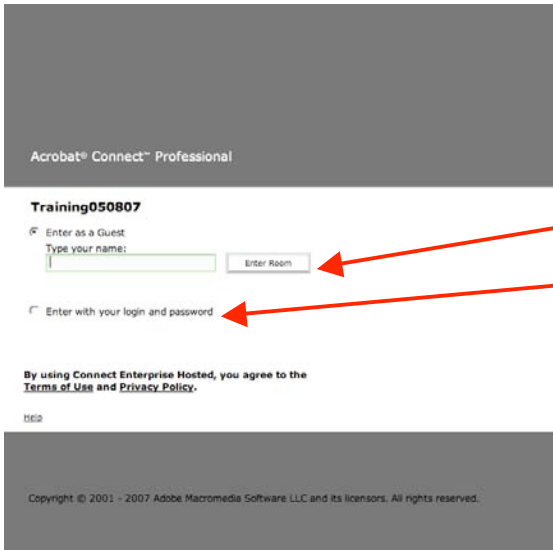
- A.**
1. You will receive an email confirming your Adobe Connect Conference. It contains the needed web address for the conference.
 2. You will get a printed copy of the scheduling worksheet.



Save this address to send to your students

Q. How do I start my class or meeting?

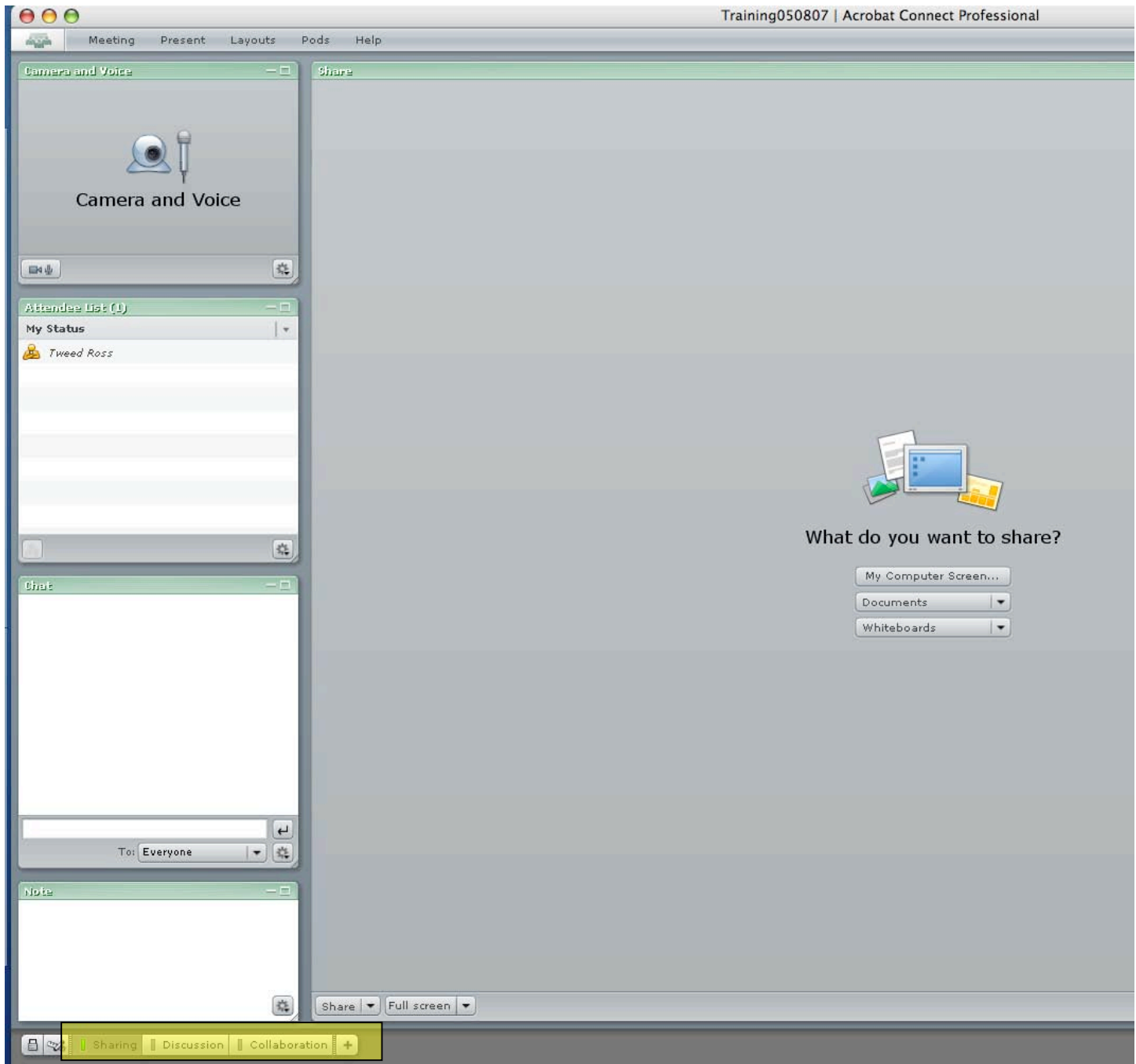
- A.** Go to the web address you received in the email.



Instructors login with their user name and password to be a host of the conference. Students login as guests, but it is best to have them enter a name to go along with their picture.

Q. What happens when the conference starts?

- A.** A screen appears that has many “pods.”



Q. How do I manage a meeting?

A. Meeting Room Layouts and Layout Navigation Bar

The layout navigation bar at the bottom of the meeting room window is visible only to hosts. A host can use the navigation bar to switch to a new layout. It contains the names of meeting room layouts.

By default, a new meeting room contains three prebuilt layouts: **Sharing, Discussion, and Collaboration.**

The pods in these layouts are selected and arranged to facilitate sharing of content, discussion of topics, or collaboration with colleagues.

You can switch from one meeting room layout to another by clicking its name in the layout navigation bar. You can also create your own meeting room layouts.

When a host clicks a different layout on the layout navigation bar, the new layout is displayed on every attendee's screen. In contrast, a host in *preparing* mode can navigate between meeting room layouts without affecting the participants' view. This makes it possible for a host to edit or prepare meeting room layouts while another attendee is presenting.

A. Camera and Voice

You click a button in Camera and Voice pod to turn on your video camera and microphone. This starts audio and video broadcasting. Your broadcast appears in the Camera and Voice pod along with other broadcasts in the meeting (if any are in progress.)

You press the Talk button to activate your microphone, or the Hands-Free Button to keep your microphone on all the time. When you speak, a green line indicates your audio broadcast level. You can pause broadcast of your microphone or camera or turn off broadcasting.

Note: A host must grant permission to a participant to broadcast video and voice.



A B C D

A. Stop My Camera and Voice B. Camera C. Hold to Talk D. Hands-Free

Note: Go to the Meeting > Audio Set Up Wizard & Camera check settings if you are not showing up.

Q. What if I'm using BH 16E?

- A. You will need to turn on several pieces of equipment.
1. The digital projector mounted on the ceiling.



On-Off
(Please Turn Off when done.)

You will want to choose
Computer for the source

- 2. The Mac Mini on the Cabinet. The power button is on the back.
- 3. The camera in the top corner of the room is the one you will be using. It is controlled



by this controller and camera labeled #3 on the remote.

4. The microphone for Adobe Connect can be placed in the center of a table.



We have also acquired two more echo canceling microphones to enhance the sound capture in the room. These may be “daisy-chained” to enhance quality. Another solution is to pass the microphone around.

5. There is a conference phone in the room. The number in this room is 785-532-6599 for incoming calls. If you wish to place an out-going long distance call you will need your departmental account number.



6. You will NOT need to use any of the other PolyCom Equipment to conduct an Adobe Connect conference.

