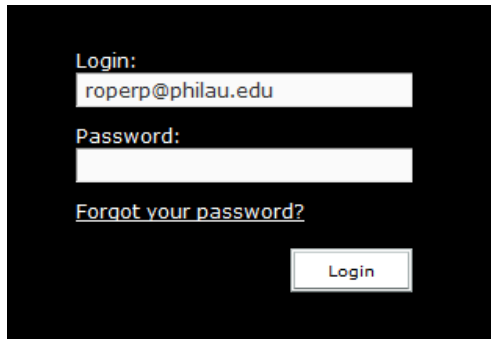
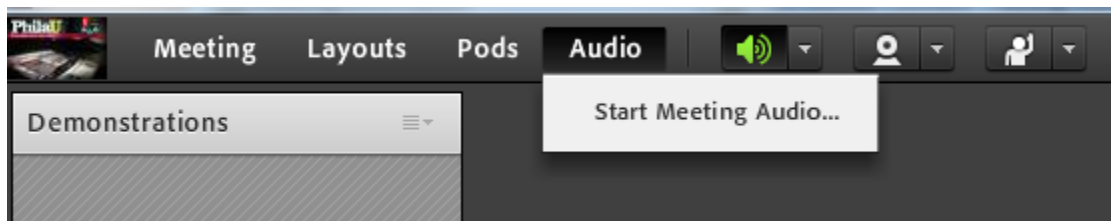


Using Audio Bridge in Adobe Connect

1. Setup and connect the Polycom conference phone in the room
2. Log onto the computer in the room and access the system's browser
3. Log into Adobe Connect at philau.adobeconnect.com, or click on the direct link of your meeting and log in under username and password, not as a guest.
4. Username is your philau email address, and password is 'philau'



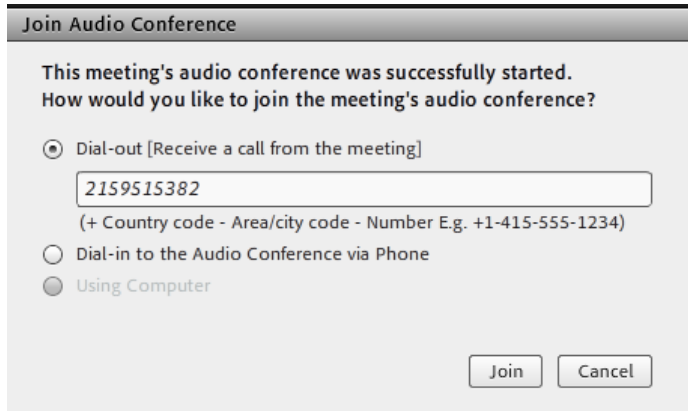
5. Start the audio controls so that others can access the conference call, if you do not start the audio controls your participants will hear a message that "leader has not yet arrived." We recommend that you start the audio 5-10 minutes before the schedule meeting time.
6. To start the audio control, click on the 'Audio' menu and the select "Start Audio."



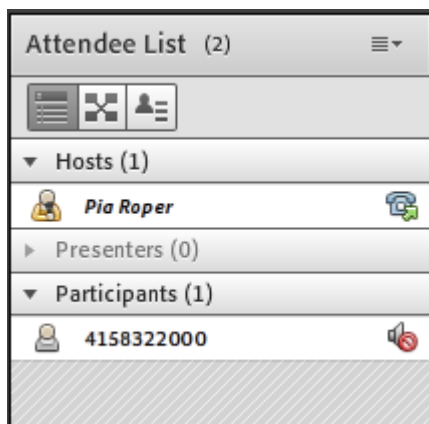
7. Then click on 'Start Meeting Audio' and make sure that ONLY the 'Using Phone' option is checked. Then click the 'Start' button



- You will then be prompted with the same dial in option screen that your guests will see when entering the room. Always leave the 'Dial-out....' default option selected in the dialogue box.

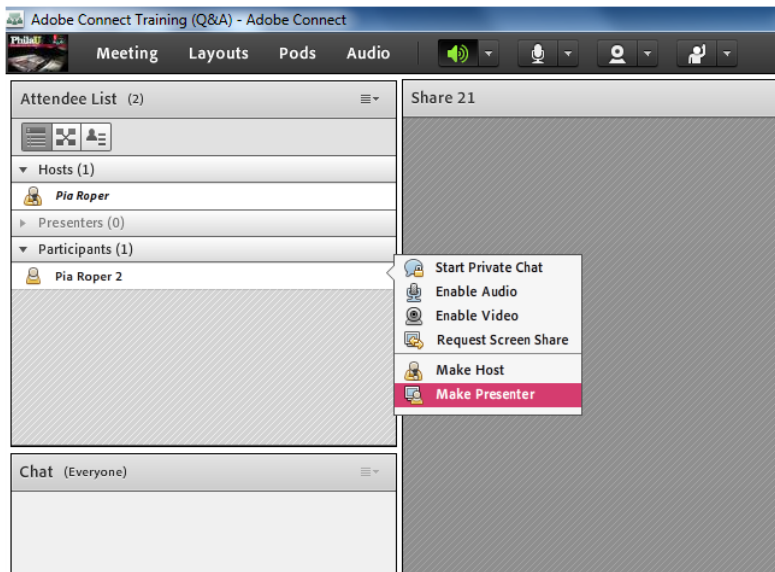


- Please input the phone number of the cell phone or phone line you will be using to conduct the meeting. **If using the Land Line Polycom speakerphone in a classroom you would input the room's telephone number (ex. For Tuttleman 101 the number is 215-951-5306,) if using the Polycom VOIP speakerphone you would input the number of the VOIP phone which is always 215-951-0990.** Do not use a "9" or "1" before dialing, simply put in the area code and number. Once input, click the 'Join' button.
- You will then be instructed to **"Press 1"** to join, **"Press 1"** again, then **"State Your Name"** and press the # sound when done. You can also press *6 to mute, and # 6 to unmute your line. NOTE: You will see a 415 area code number, which is the audio bridge dialing into the call. Once you are placed into the conference call (when the green arrow disappears from the icon of your phone) the 415 number will disappear.

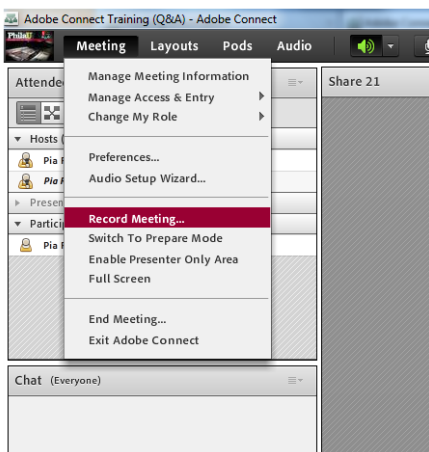


- Once you are placed into the conference call (when the green arrow disappears from the icon of your phone) the 415 number will disappear.
- Once your guest lecturer arrives in the Adobe Connect room, his/her name will appear in the Attendee list (picture below) as a Participant.

13. Participants do not have access to room controls, so you will need to change your lecturer's status to Presenter to allow them access to the share screen controls to navigate through their slideshow presentation. You can do this by clicking on his name and selecting **"Make Presenter."**



14. If you would like to record the meeting, please select **"Record Meeting"** under the **"Meeting"** menu. A Red circle will then appear in the upper-right to indicate that you are recording. To stop the recording, click on the same Red circle to select **"Stop Recording."**



15. Once your conference call is completed, you will need to stop the audio, but returning to the **"Audio"** menu and selecting **"Stop Audio."**

16. Then select the **"Meeting"** menu and select **"Stop Meeting."**