

Setting your default audio

Before you start your webinar application (e.g., Adobe Connect).

These procedures will ensure that your sound is connected for your webinar.

Do these every time before you begin your Adobe Connect meeting

1. First: plug in the audio device you are using.
2. Make sure the computer sees it as operational.

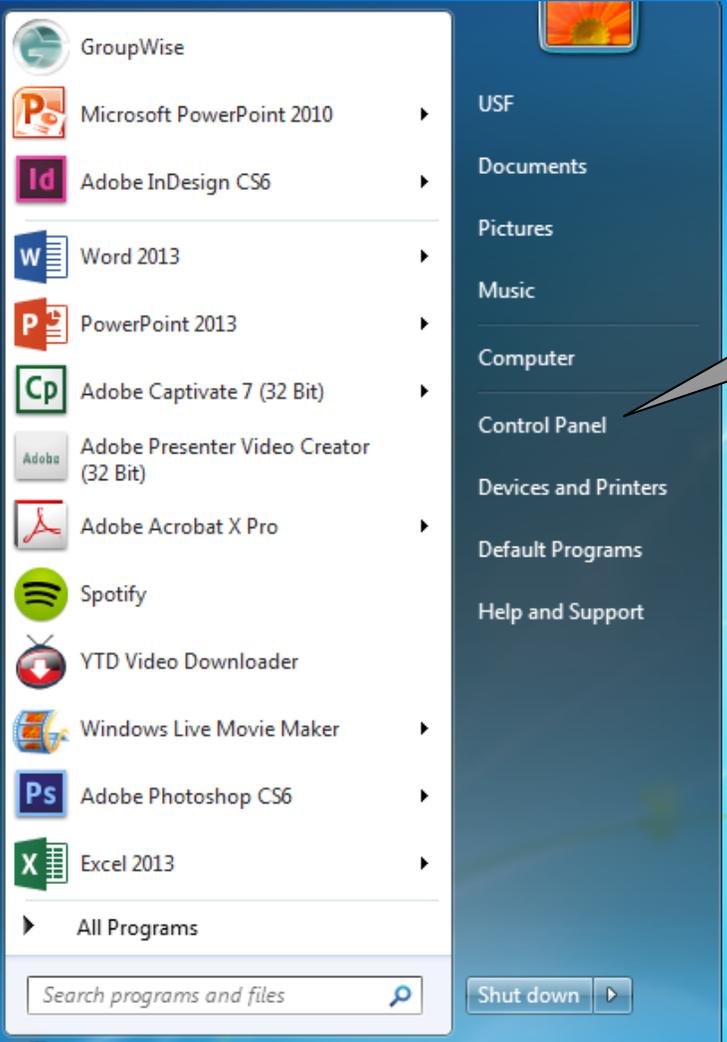
Explanation: It will be a USB connection. The first time the device is plugged in the computer will try to recognize the device, and then will inform you with a message that the device is ready to use.

3. After the device is ready to use, you can perform the steps that are described on the following slides.



Click Start





The image shows a Windows Start menu with a search bar at the top. The search bar contains the text "Search programs and files" and a magnifying glass icon. Below the search bar, there is a list of programs and folders. The programs listed are: GroupWise, Microsoft PowerPoint 2010, Adobe InDesign CS6, Word 2013, PowerPoint 2013, Adobe Captivate 7 (32 Bit), Adobe Presenter Video Creator (32 Bit), Adobe Acrobat X Pro, Spotify, YTD Video Downloader, Windows Live Movie Maker, Adobe Photoshop CS6, and Excel 2013. At the bottom of the list is "All Programs". To the right of the program list, there is a "Shut down" button with a right-pointing arrow.

- GroupWise
- Microsoft PowerPoint 2010
- Adobe InDesign CS6
- Word 2013
- PowerPoint 2013
- Adobe Captivate 7 (32 Bit)
- Adobe Presenter Video Creator (32 Bit)
- Adobe Acrobat X Pro
- Spotify
- YTD Video Downloader
- Windows Live Movie Maker
- Adobe Photoshop CS6
- Excel 2013
- All Programs

Search programs and files

Shut down

Click Control Panel.

- USF
- Documents
- Pictures
- Music
- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support

In the control panel that opens, select
"Sound"

GroupWise

Microsoft PowerPoint 2010

Adobe InDesign CS6

Word 2013

PowerPoint 2013

Adobe Captivate 7 (32 Bit)

Adobe Presenter Video Creator (32 Bit)

Adobe Acrobat X Pro

Spotify

YTD Video Downloader

Windows Live Movie Maker

Adobe Photoshop CS6

Excel 2013

All Programs

Search programs and files

Control Panel > All Control Panel Items

Search Control Panel

Adjust your computer's settings

View by: Small icons

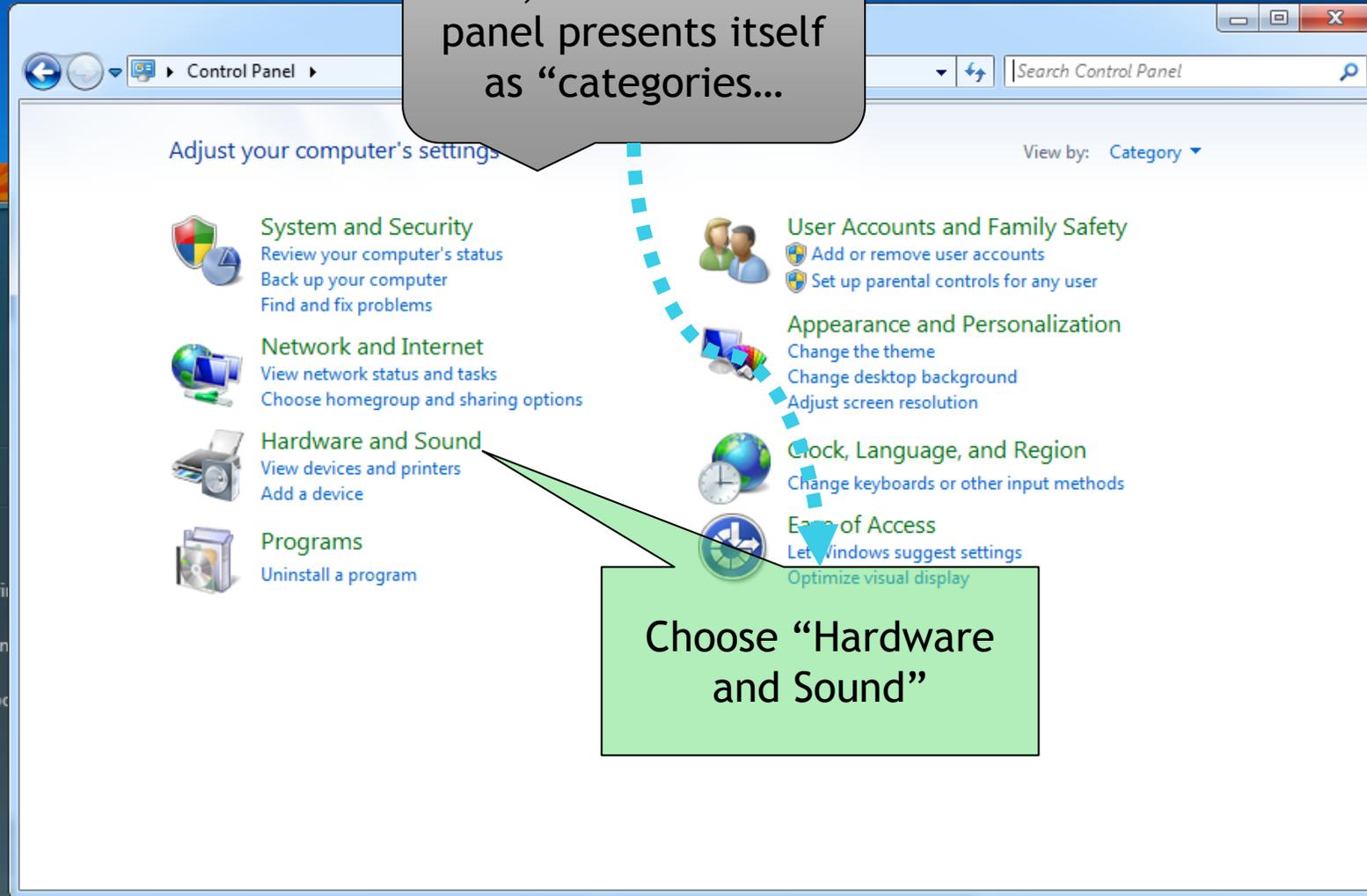
- Action Center
- Administrative Tools
- Akamai NetSession Interf
- AutoPlay
- Backup and Restore
- Color Management
- Credential Manager
- Date and Time
- Default Programs
- Desktop Gadgets
- Device Manager
- Devices and Printers
- Display
- Ease of Access Center
- Flash Player
- Folder Options
- Fonts
- Getting Started
- HomeGroup
- Indexing Options
- Internet Options
- Java
- Keyboard
- Location and Other Sensors
- Mail
- Microsoft Mail Postoffice
- Mouse
- Notification Area Icons
- NVIDIA Control Panel
- Parental Controls
- Pen and Touch
- Performance Information and Tools
- Personalization
- Phone and Modem
- Power Options
- Programs and Features
- QuickTime
- Realtek HD Audio Manager
- Recovery
- Region and Language
- RemoteApp and Desktop Connections
- System
- Speech Recognition
- Sync Center
- Troubleshooting
- Tablet PC Settings
- Taskbar and Start Menu
- Windows Defender
- Windows Firewall
- Windows Live Language Settings

Headset Earphone
Microsoft LifeChat LX-3000
Default Device

Speakers
Realtek High Definition Audio
Ready

9:47 AM

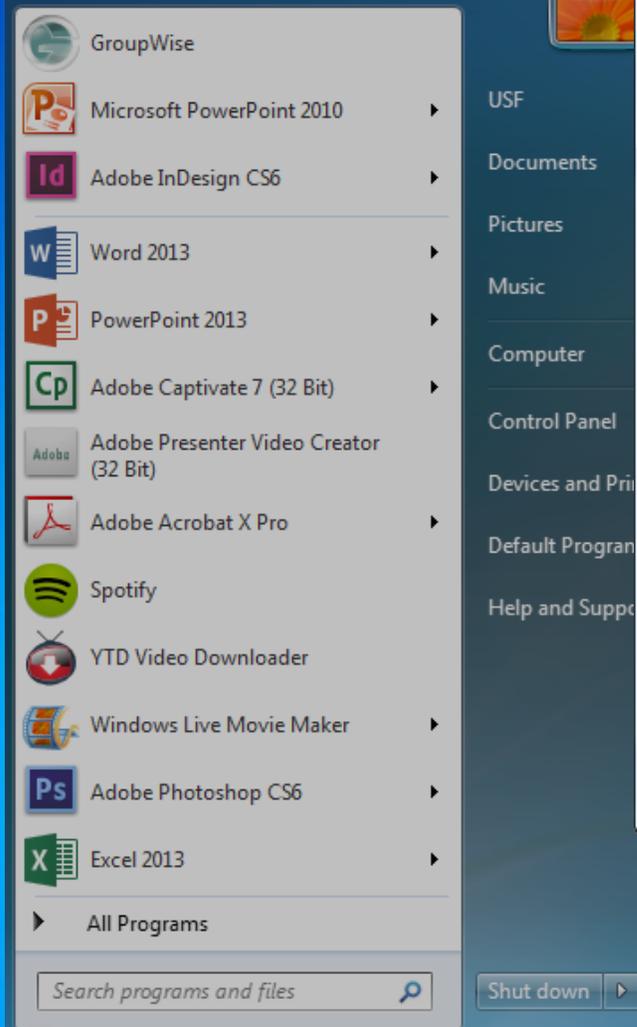
OR, if the control panel presents itself as “categories...”



Adjust your computer's settings View by: Category ▾

- System and Security**
Review your computer's status
Back up your computer
Find and fix problems
- Network and Internet**
View network status and tasks
Choose homegroup and sharing options
- Hardware and Sound**
View devices and printers
Add a device
- Programs**
Uninstall a program
- User Accounts and Family Safety**
Add or remove user accounts
Set up parental controls for any user
- Appearance and Personalization**
Change the theme
Change desktop background
Adjust screen resolution
- Clock, Language, and Region**
Change keyboards or other input methods
- Ease of Access**
Let Windows suggest settings
Optimize visual display

Choose “Hardware and Sound”



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- Adobe Photoshop CS6
- Excel 2013
- All Programs

Search programs and files

Shut down

GroupWise

Microsoft PowerPoint 2010

Adobe InDesign CS6

Word 2013

PowerPoint 2013

Adobe Captivate 7 (32 Bit)

Adobe Presenter Video Creator (32 Bit)

Adobe Acrobat X Pro

Spotify

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Windows Live Movie Maker

Adobe Photoshop CS6

Excel 2013

All Programs

Search programs and files

USF

Documents

Pictures

Music

Computer

Control Panel

Devices and Pri

Default Program

Help and Supp

Control Panel > Hardware and Sound

Search Control Panel

Control Panel Home

System and Security

Network and Internet

Hardware and Sound

Programs

User Accounts and Family Safety

Appearance and Personalization

Clock, Language, and Region

Ease of Access

Devices and Printers
Add a device | Add a printer | Mouse | Device Manager

AutoPlay
Change default settings for media or devices | Play CDs or other media automatically

Sound
Adjust system volume | Change system sounds | **Manage audio devices**

Power Options
Change power-saving settings | Change what the power buttons do | Require a password when the computer wakes | Change when the computer sleeps | Choose a power plan

Display
Make text and other items larger or smaller | Adjust screen resolution | Connect to an external display | How to correct monitor flicker (refresh rate)

Pen and Touch
Change tablet pen settings | Change settings for handwriting personalization | Turn on and off | Set flicks to perform certain tasks

Tablet PC Settings
Calibrate the screen for pen or touch input | Set tablet button | Choose the order of how your screen rotates | Specify which

Realtek HD Audio Manager

NVIDIA Control Panel

... and then click "Manage audio devices"

Taskbar with icons for Internet Explorer, Google Chrome, Spotify, and other applications. System tray shows volume, network, and time: 9:47 AM.

GroupWise

Microsoft PowerPoint 2010

Adobe InDesign CS6

Word 2013

PowerPoint 2013

Adobe Captivate 7 (32 Bit)

Adobe Presenter Video Creator (32 Bit)

Adobe Acrobat X Pro

Spotify

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Excel 2013

All Programs

Search programs and files

- USF
- Documents
- Pictures
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- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support

Sound

Playback Recording Sounds Communications

Select a playback device. Devices are listed with their settings:

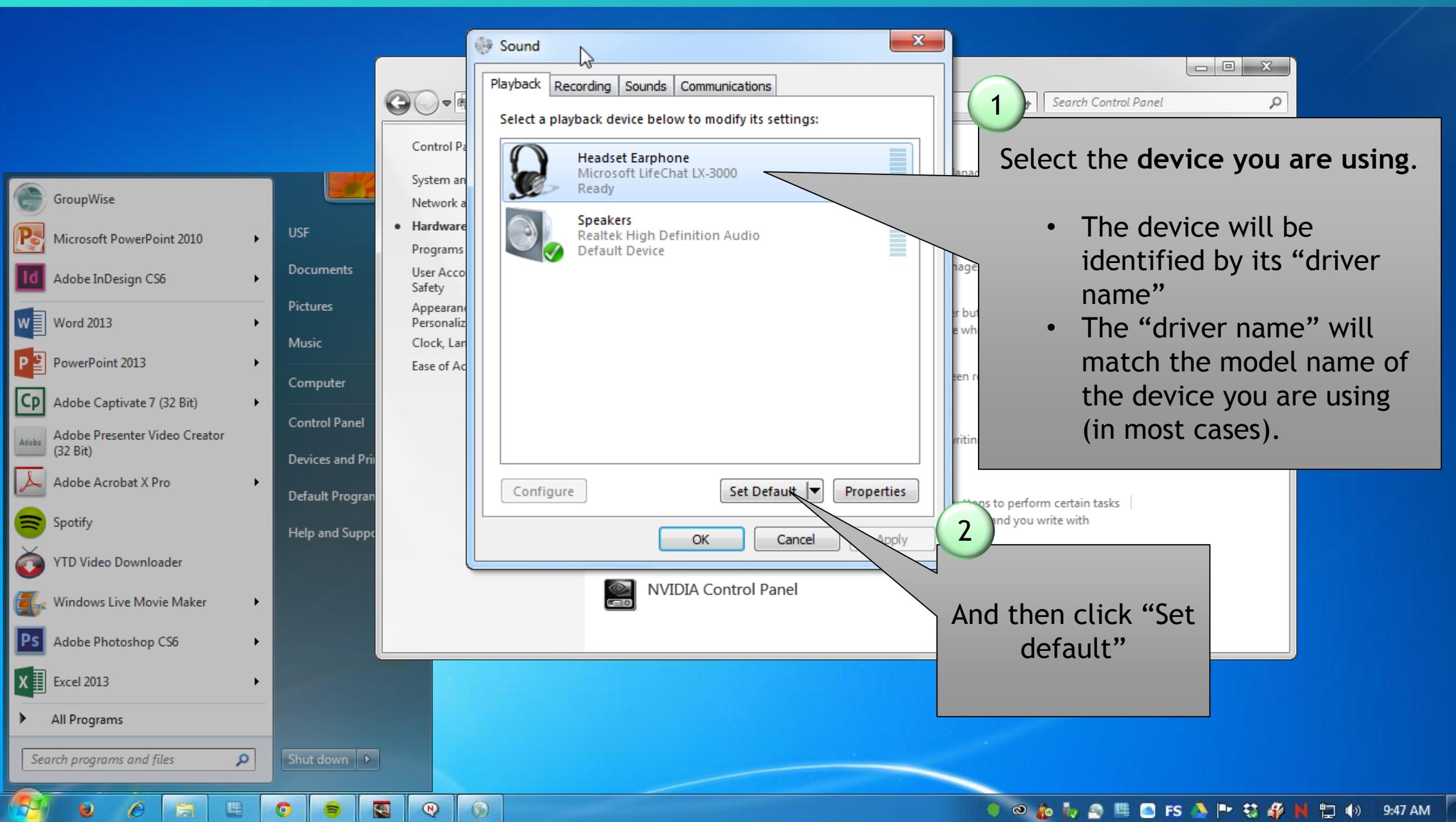
- Headset Earphone
Microsoft LifeChat LX-3000
Ready
- Speakers
Realtek High Definition Audio
Default Device

Configure Set Default Properties

OK Cancel Apply

In the "Sound" window that opens, the tab Playback will be selected. If not- *select* it.

NVIDIA Control Panel



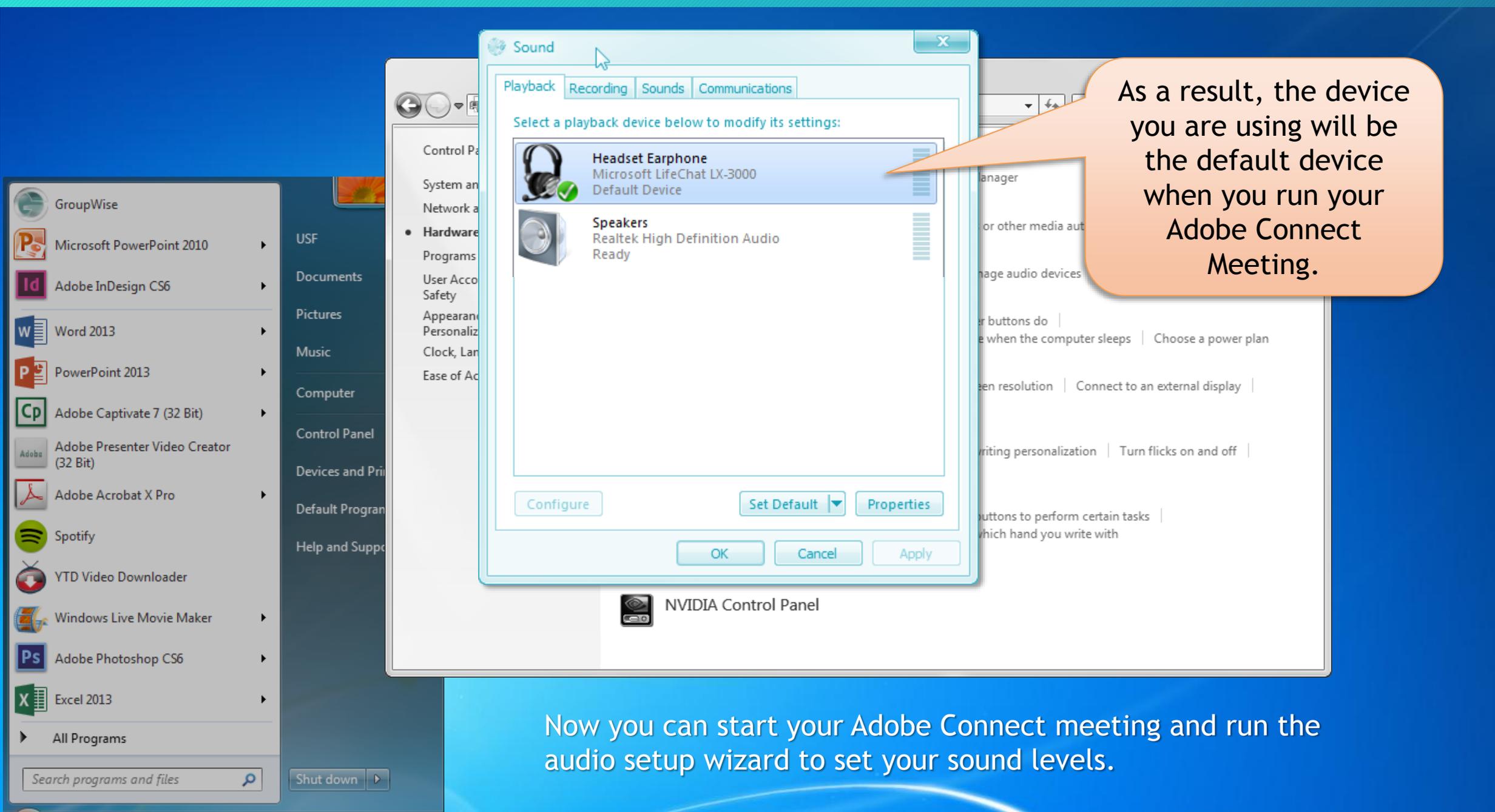
1

Select the device you are using.

- The device will be identified by its “driver name”
- The “driver name” will match the model name of the device you are using (in most cases).

2

And then click “Set default”



As a result, the device you are using will be the default device when you run your Adobe Connect Meeting.

Now you can start your Adobe Connect meeting and run the audio setup wizard to set your sound levels.