

## The Use of Adobe Connect and Webcam

### Hardware Equipment:

1. **Sound card** in you PC is needed.
2. A **headphone** connected to the sound card jack is needed.
3. A **microphone** connected to the sound card jack is needed
4. An USB **web camera** with software is needed for the on-line meeting.

### Logitech Webcam Software:

1. Go to [www.logitech.com](http://www.logitech.com), choose Support, under Option 3 Select your product name: choose Webcam and Webcam **C160M**, select: Download the latest software and driver from <http://www.logitech.com/en-us/support/webcam-c160?crd=405&osid=14&bit=64>
2. In normal case: As soon as you plug in the webcam the computer will detect and lead to Logitech website for installing the software.
3. The Logitech webcam software must be installed prior logging in the Acrobat Connect server at ODU.

### Logging in:

1. Use the [https://connect.odu.edu/june6\\_workshop/](https://connect.odu.edu/june6_workshop/) to copy the URL into Internet Explorer or other internet browser.
2. At the login page that gives you a choice of logging in with a user name and password or login as a guest. Click the **guest** button.
3. The next screen will ask for your name and type your full name.
4. If Connect prompt you with "Add-in", respond with Yes.
5. Connect will send us a message that you wish to enter the meeting room. When we accept it, your computer will open a new Internet Explorer page/the meeting room with several small windows.

### Testing You Audio Functions

1. After you successful logged in
2. Click the Meeting Menu
3. Select the **Audio setup wizard**.
4. Go through the instructions to test your headphone and microphone.

### Activating Audio & Video:

In the upper center window, there is a camera, speaker, and microphone icon. Click on them to activate your camera and microphone, they should turn GREEN when activated.

### Operation in the Video Conferencing:

1. Once we establish audio communications we will explain how Connect works.
2. There are a lot of features that allow us do whatever the regular meeting needs.

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