



Participant's Guide



Using the Audio Setup Wizard

To test and configure your Audio, from the Tools menu select Audio > Audio Setup Wizard. A series of panels will guide you through selecting Audio input and output devices and setting your speaker and microphone volumes:



It is recommended that you run the Audio Setup Wizard before your session begins. (You can join your session early to run the wizard or join the Configuration Room from Elluminate's website at <http://www.illuminate.com/support>.) You can run the Audio Setup Wizard again any time during the session.



If anyone is using the Audio Setup Wizard during a session, the text (*AudioSetup*) will be appended to their name in the Participants list.



On Windows

1. Select your audio output device, following the instructions given in the dialog box. (For further details on selecting an audio output device, see *Selecting an Audio Output Device* on page 95.)
2. Play the recorded audio message provided and adjust your speaker (audio output device) volume to a suitable level. (Follow the instructions given in the dialog box.)
3. Confirm whether or not your speaker was set to an appropriate level.
 - If you clicked on Yes, go to step 4.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 1.
4. Select an audio input device, following the instructions given in the dialog box. (For further details on selecting an audio input device, see *Selecting an Audio Input Device* on page 93.)
5. Press Record and adjust your microphone recording level as you speak into the microphone (audio input device). (Follow the instructions given in the dialog box.) Press Stop when you are done.
6. Press Play to listen to the recording you just made and, based on the loudness and clarity of the recording, determine if your microphone was set to an appropriate level.
7. Confirm whether or not your microphone was set to an appropriate level.
 - If you clicked on Yes, go to step 8.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 4.
8. Read the message in the dialog box and click on **OK** to complete Audio setup and exit the Audio Setup Wizard.

On Macintosh

1. Macintosh users cannot change their audio output devices directly in Elluminate *Live!* – Elluminate *Live!* uses the system default device. To change your output device, click on the speaker icon in the Select Audio Output Device dialog of the Audio Setup Wizard and make your changes in the System Preferences Sound Output panel. (For further details on selecting an audio output device, see *Selecting an Audio Output Device* on page 96.) When done, click on **OK** to advance to the next panel of the wizard.
2. Play the recorded audio message provided and adjust your speaker (audio output device) volume to a suitable level. (Follow the instructions given in the dialog box.)
3. Confirm whether or not your speaker was set to an appropriate level.
 - If you clicked on Yes, go to step 3.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 1.
4. Select an audio input device from the list or select the option *Use System Default Device*. Follow the instructions given in the dialog box. (For further details on selecting an audio input device, see *Selecting an Audio Input Device* on page 94.)
5. Press Record and adjust your microphone recording level as you speak into the microphone (audio input device). (Follow the instructions given in the dialog box.) Press Stop when you are done.
6. Press Play to listen to the recording you just made and, based on the loudness and clarity of the recording, determine if your microphone was set to an appropriate level.
7. Confirm whether or not your microphone was set to an appropriate level.
 - If you clicked on Yes, go to step 7.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 3.
8. Read the message in the dialog box and click on **OK** to complete Audio setup and exit the Audio Setup Wizard.



On Linux and Solaris

1. Play the recorded audio message provided and adjust your speaker (audio output device) volume to a suitable level. (Follow the instructions given in the dialog box.)



Linux and Solaris users cannot change their audio output devices through *Illuminate Live!* If sound is not being transmitted by your audio output device, you must close *Illuminate Live!*, change the default system device and rejoin your session. Consult your system administrator for assistance.

2. Confirm whether or not your speaker was set to an appropriate level.
 - If you clicked on Yes, go to step 3.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 1.
3. Press Record and adjust your microphone recording level as you speak into the microphone. (Follow the instructions given in the dialog box.) Press Stop when you are done.
4. Press Play to listen to the recording you just made and, based on the loudness and clarity of the recording, determine if your microphone was set to an appropriate level.
5. Confirm whether or not your microphone was set to an appropriate level.
 - If you clicked on Yes, go to step 6.
 - If you clicked on No, you are prompted to try again or cancel. Click on **Try Again** and go back to step 3.



If your microphone isn't working, make sure you have it selected as your audio input device. See *Selecting an Audio Input Device* on page 95.

6. Read the message in the dialog box and click on **OK** to complete Audio setup and exit the Audio Setup Wizard.

Managing Your Microphone Levels

There may be times during a session when your microphone receives a wide range of signal levels – sounds that are too loud become distorted and sounds that are too soft become inaudible – or your microphone signal is chronically low and needs to be boosted. *Illuminate Live!* provides you with three controls to manage your audio: