With this feature, Participants can participate in a conversation with other Participants during a Web Conferencing Session using Voice over Internet Protocol (VoIP). For the session, the Participant needs access to a microphone and speakers or headset. This feature is not available for use on Mobile devices. The Audio panel is shared with the Video panel. The table and illustration below show the components that are relevant to the Audio Panel.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Setup Wizard Button</td>
<td>This button can be used to setup the Audio feature. When the button is selected, the Audio Setup Wizard window will display.</td>
</tr>
<tr>
<td>Expand/Collapse Button</td>
<td>This button is used to expand or collapse the Audio and Video Panel.</td>
</tr>
<tr>
<td>Microphone Level Indicator and Slide</td>
<td>To increase or decrease the level of the microphone, slide the bar forward and backward.</td>
</tr>
<tr>
<td>Options Menu</td>
<td>To make changes to the setup of the Audio/Video window, select this button.</td>
</tr>
<tr>
<td>Primary Video Display</td>
<td>This is the area where the video displays. When another Participant is talking, their profile picture and name will display in this area.</td>
</tr>
<tr>
<td>Speaker Level Indicator and Slider</td>
<td>To specify the sound level for Participants who are speaking, move the slider back and forth.</td>
</tr>
<tr>
<td>Talk Button</td>
<td>Press this button to talk with other Participants in the session.</td>
</tr>
</tbody>
</table>

**Microphone Activated**

The blue Audio Button shown at the right, indicates that a Participant has their Microphone turned on. This button will appear next to their name in the Participants list.
The display panel will display the Participants Name when the Talk feature is activated. The Primary Video Display Panel will display the Participants Name.

**Permission Indicators**
The state of Audio activity and permissions can be monitored through the indicators displayed in the Participants List of the Participants Panel. The table below describes the icons that are displayed in the Participants List to indicate Moderator and Participant permissions and activity while using Audio.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Microphone icon]</td>
<td>The microphone has been turned on by the Moderator or Participant.</td>
</tr>
<tr>
<td>![Audio permission icon]</td>
<td>This icon indicates that Audio permission has been set globally to <strong>ON</strong> but the Moderator has revoked Audio permission from the Participant.</td>
</tr>
<tr>
<td>![Audio permission granted icon]</td>
<td>The Moderator has set Audio permission globally to <strong>OFF</strong> but Audio permission has been granted for this Participant.</td>
</tr>
<tr>
<td>![Audio setup icon]</td>
<td>When this icon displays, it indicates that the Participant is running the Audio Setup Wizard.</td>
</tr>
</tbody>
</table>

**Status Indicators**
- These indicators appear in the **Video Activity Indicator** icons of **Audio Users** in the Participants List when there are delays in the transmission or receipt of the Video. The degree of delay is indicated by color as explained below.
  - **Amber Indicator** – This color will appear when a Participant’s receipt of audio is moderately delayed.
  - **Red Indicator** – This indicator will appear when a talker or listener experiences a significant delay and may be offline from the session.

**Audio Setup Wizard**
This tool can be used to verify that the Audio is set up correctly. The Wizard is comprised of a series of panels that walk the Participant through the steps of selecting the proper settings for the microphone. It also is used to select the proper settings for the speaker and to set the speaker and microphone volumes. It is suggested that the wizard be run prior to the start of a session just to make sure everything is working properly. The instructions below explain how to use the Audio Setup Wizard on a Windows machine. For information on setting up the microphone and speakers on a Mac computer, see the user’s guide.

- To run the Audio Setup Wizard, complete one of the steps below.
  - Click the Audio Setup Wizard button at the top of the Audio and Video Panel (see illustration at right).
  - Click the Tools Menu, select Audio, and then select Audio Setup Wizard.
  - Click the Audio and Video Options Menu and then select Audio Setup Wizard.
- The Audio Setup Wizard window will display (see illustration next page left).
- Select the Audio Output Media Device connected to your machine.
- Click the OK button.
- The Speaker Setup window will display (see illustration next page right).
- Click the Play button to adjust the Speaker to a suitable volume.
Click the **Stop** button to display the next options.

The **Speaker Setup Confirmation** window will display (see illustration below right).

Do one of the following:

- Click **Yes** if the volume is suitable.
  - You will go to the next step in the setup.
  - This is the step where the Audio Input Device will be selected.
- Click **No**.
  - You will be prompted to **Try Again** or to **Cancel**.
Click **Try Again** to go back to the previous step.

Click **Cancel** to exit from the **Audio Setup Wizard**.

The **Select Audio Input Device** window will display (see illustration previous page right).

Select the **Audio Input Device** (microphone) that is connected to your computer.

Click the **OK** button.

The **Microphone Setup** window will display (see illustration below left).

Click the **Record** button and record a message.

The **Microphone Playback** window will display (see illustration below right).

When the **Microphone** has finished playing back the message the **Microphone Setup Confirmation** window will display (see illustration above left).
If Yes was selected, the Setup Complete windows as shown in the illustration on the previous page will display.

If No was selected, click the Try Again button to try the setup again.

Click OK to finish the process.

Configure Simultaneous Talkers
The Moderator has the ability to allow up to six simultaneous talkers per session. The default is set by the Session Creator when configuring the session. If the number of simultaneous talkers is lowered during a session, the other Participants will still be able to talk until they deactivate the Talk feature or until their permission to Talk is removed.

Do one of the following to open the Maximum Simultaneous Talkers window:

- Click the Tools Menu, select Audio, and then select Maximum Simultaneous Talkers.
- Select the Audio and Video Options menu and then select Maximum Simultaneous Talkers.

The Maximum Simultaneous Talkers window will display (see illustration on next page).

- Move the Slider to select the number of simultaneous talkers.
- Click the OK button to save the changes.
- Click Cancel to exit the window without saving the changes.

TIP:
- If there are simultaneous talkers in a session, they need to be instructed to use either a headset or echo-cancelling microphone.
- This will prevent others from hearing an echo during the session.

Use Microphone
Participants and Moderators can turn on the Microphone using one of the methods shown in the list.
Turn Microphone On

- Click the Talk button in the Audio and Video Panel (see illustration at right).
- On a Windows computer, use the keyboard shortcut Ctrl + F2.
- On a Mac computer, use the keyboard shortcut Command-F2.

Turn Microphone Off

- The Microphone can be turned off by completing one of the three options below.
  - Click the Talk button in the Audio and Video Panel.
  - On a Windows computer, use the keyboard combination Ctrl + F2.
  - On a Mac computer, use the keyboard combination Command-F2.
- When the Microphone is turned off, just the word Talk will appear on the button (see below).
- When the Microphone is turned on, a Microphone image will appear next to the word Talk (see below).

Adjust Microphone Levels

Moderators and Participants have the ability to adjust the volume of their Microphones. This can be done in one of four ways (Audio and Video Panel, Options Menu, Tools Menu, and Keyboard Shortcuts) as shown in the table below.

<table>
<thead>
<tr>
<th>Adjustment Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio and Video Panel</td>
<td>- Click the Microphone Level Slider in the Audio and Video Panel as shown in the illustration above.</td>
</tr>
<tr>
<td></td>
<td>- Drag the slider to the right to increase the volume level.</td>
</tr>
<tr>
<td></td>
<td>- Drag the slide to the left to decrease the volume level.</td>
</tr>
<tr>
<td>Options Menu</td>
<td>- Select the Audio and Video Options Menu.</td>
</tr>
<tr>
<td></td>
<td>- Select Adjust Microphone Level Up to increase the volume level.</td>
</tr>
<tr>
<td></td>
<td>- Select Adjust Microphone Level Down to decrease the volume level.</td>
</tr>
<tr>
<td>Tools Menu</td>
<td>- Click the Tools Menu.</td>
</tr>
<tr>
<td></td>
<td>- Select Audio from the list of options.</td>
</tr>
<tr>
<td></td>
<td>- Select Adjust Microphone Level Up to increase the volume level.</td>
</tr>
<tr>
<td></td>
<td>- Select Adjust Microphone Level Down to decrease the volume level.</td>
</tr>
<tr>
<td>Windows Keyboard Shortcut</td>
<td>- Press Ctrl + Shift + Up Arrow to increase the volume level.</td>
</tr>
<tr>
<td></td>
<td>- Press Ctrl + Shift + Down Arrow to decrease the volume level.</td>
</tr>
</tbody>
</table>
Adjust Speaker Levels

In the same way, Moderators and Participants have the ability to adjust the volume of the Speakers. This can be done in one of four ways (Audio and Video Panel, Options Menu, Tools Menu, and Keyboard Shortcuts) as shown in the table below.

<table>
<thead>
<tr>
<th>Adjustment Option</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Audio and Video Panel   | - Click the Speaker Level Slider in the Audio and Video Panel as shown in the illustration on the previous page.  
                           |   - Drag the slider to the right to increase the volume level.  
                           |   - Drag the slide to the left to decrease the volume level. |
| Options Menu            | - Select the Audio and Video Options Menu.  
                           |   - Select Adjust Speaker Level Up to increase the volume level.  
                           |   - Select Adjust Speaker Level Down to decrease the volume level. |
| Tools Menu              | - Click the Tools Menu.  
                           |   - Select Audio from the list of options.  
                           |   - Select Adjust Speaker Level Up to increase the volume level.  
                           |   - Select Adjust Speaker Level Down to decrease the volume level. |
| Windows Keyboard Shortcut| - Press Ctrl + Up Arrow to increase the volume level.  
                           |   - Press Ctrl + Down Arrow to decrease the volume level. |
| Mac Keyboard Shortcut   | - Press Command-Up Arrow to increase the volume level.  
                           |   - Press Command-Down Arrow to decrease the volume level. |

Set Audio Permission for Participants

Audio permission is included in the default set of Global permissions. This means that all Participants are granted the permission to talk during a session. However, there may be times when these permissions need to be changed. When Audio permissions are removed Participant Talk buttons are disabled. This means they will not be able to use their Microphones. However, Participants will still be able to hear everything that is going on in the session.

Remove Permission for All Participants

To remove the permissions for all Participants at the same time, do one of the following:
- Click the Global Options Menu and then deselect the Audio option.
- Click the Audio Global Permission icon at the top of the Participants List.

Remove Permission for Individual Participant

- Move the mouse pointer over the name of the Participant.
- Do one of the following:
  - Click the Participants Option Menu icon (first button on left side of icons) and deselect Audio.
  - Click the Audio Permission On button (second from left).