ADOBE CONNECT INSTRUCTIONS for 217 GRANGE BLDG.

Equipment needed

The equipment is divided among three cases labeled as follows: laptop, microphone and camera, and projector. Depending on where the meeting will take place, it might be necessary to grab a power strip from 215 Grange (look in cabinet closest to the window, bottom drawer).

Set up (begin 30-60 minutes before the meeting)

- First, connect the laptop's power cable to the wall (or power strip if available) and to the left corner of the laptop marked with an orange label. Then turn on the laptop by clicking the power button. The user id and password are printed on a label below the keyboard. IF USING A POWER STRIP MAKE SURE IT'S ON. The laptop can be placed at the end of the table closer to the projector screen.
- Once the laptop is up and running, connect the microphone and camera. The camera just needs to be connected to the left side of the laptop marked with a red dot. The microphone needs to be connected to itself (blue label) and to the left side of the laptop, same place as the camera (red label). The camera and microphone turn on automatically but ONLY the microphone has a light to show it's ON. Both the camera and microphone can be placed about 1/3 from the projector screen, as centered as possible.
- The final step is to connect the projector. The power cable is connected to the wall—or the power strip—and to the projector itself (marked with a green label). The input cable connects to the HDMI port on the back of the projector (yellow label) and to the HDMI port on the back of the laptop (orange label). Remove the lens lid and push the blue power button on the projector. It takes a few seconds to bring up the screen. When the screen is up, move the projector forward or backward so that the image is as wide as the projector screen.

Opening the Adobe Connect Meeting Room

- Using Internet Explorer go to https://meeting.psu.edu (this address is saved to the favorites bar for easy access). Click on "SIGN IN" and, if needed, type your Penn State user ID and password to sign in. After that you will be taken to the homepage; click on the "my meetings" tab and click "open" next to your meeting to enter the meeting room.
- The meeting room should open in a new window; give it a few seconds to load. Once the room is ready, it is important to test the equipment and make sure everything is working. To test the microphone and the speakers, click on the meeting tab and select "audio setup wizard." Remember to select the correct microphone being used. In this case, our microphone is called "2-BLUE SNOWBALL." Run this wizard

every time before a meeting (it only takes a few minutes).

- Now let's test the camera. Click on “Start My Webcam” in one of the pods and select “Allow.” You should now be able to see the room you are in. THIS IS JUST A PREVIEW! To share the video image with other participants you need to click on “start sharing.” Finally, there are icons on the top bar for the microphone, camera, etc. that indicate when the equipment is ON. Make sure the “audio” icon is ON and that the “speakers” icon is OFF (gray, we will not be using speakers).

Ending the meeting

When the meeting is over, close the meeting room by clicking on the “Meeting” tab and selecting “Exit Adobe Connect.” DO NOT exit by clicking on the red X on the top right of the window. Turn off the projector by pressing the blue power button and let it cool down before putting it back in the case. The camera and microphone can just be disconnected from the laptop.

Troubleshooting and tips

—Changing how your name is displayed

Click on “Pod Options” located on the right corner of the attendee list pod and then click on “Edit my info.” This will bring up a screen were you can edit your name; remember to click “OK.”

—Microphone not working

Make sure the “audio” icon is green.

Run the Audio Setup Wizard from the meeting tab.

—Camera not working

Make sure camera is not paused.

Did you select “Allow” after starting the webcam?

—Adjusting the date and time for a new meeting

It is not necessary to create a room every time there is a meeting. Open the room of a previous meeting and click on the “Meeting” tab and select “Manage Meeting Information.” You will be taken to another window. Click on “Edit Information” and change the start time. Don't forget to click “Save” at the bottom of the window.