

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. (Provided by the workshop)
3. A **microphone** connected to the sound card jack is needed. (Provided by the workshop)
4. An USB **web camera** with software is needed for the on-line meeting. (Provided by the workshop)

Logitech Webcam Software:

1. Go to www.logitech.com, choose Support, select Support + Downloads, and choose Webcam, then choose Webcam **C170 or C210** (depends which one is provided to you). Or, you can just directly select the latest software and driver from <http://www.logitech.com/en-us/support/webcam-c170?crd=405&osid=14&bit=64> or <http://www.logitech.com/en-us/support/webcam-c210?crd=405&bit=64&osid=14>
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 one of the following (depends on the region that you will be attending)
https://connect.odu.edu/june25_workshop/
https://connect.odu.edu/july14_workshop/
https://connect.odu.edu/august4_workshop/
to copy the URL into Internet Explorer or other internet browser to run.
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 you must 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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