Using Voice-over-IP (VoIP) for Audio Communication

1. Voice-over-IP (VoIP) allows you to communicate with meeting attendees using your computer’s microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting Meeting > Manage My Settings > Audio Setup Wizard...

2. The wizard guides you through five steps in which you are asked to test your speakers, select a microphone and other options. If you have never used Connect Pro before, you may see a Flash Player settings box asking you for permission to access your camera and mic. Choose Allow. If you wish to avoid this step in the future, click the Remember checkbox.

3. To begin using VoIP, locate the Talk button in the Layout bar. While pushing Talk your voice is being broadcast and you should see an indicator next to your name in the participant list. Once you let go of the Talk button, your voice is no longer broadcast. If you wish to continually broadcast your voice, click the Lock icon.

Tip: If you intend to have multiple attendees using VoIP at the same time, it is recommended that they install the Connect Pro Add-In and run through the Audio Setup Wizard prior to the meeting.
Sharing Your Screen

1. Click the My Computer Screen button in the Share pod.

2. In the Start Screen Sharing dialog, choose how you would like to share your screen.
   - Desktop: Share your entire desktop
   - Windows: Choose specific, already open windows to share
   - Applications: Share one or more applications and all its related windows

After selecting your desired option, click Share

3. A Connect Pro icon appears in your system tray while you are sharing your screen. Click on this icon to view a menu where you can Stop Sharing or access other available options.

Tip: If you choose to share your entire desktop, it is recommended that your screen resolution is set to 1024x768 pixels or lower. Also, if possible, you should reduce your color quality from Millions of Colors to 32 or 16 bit. Doing this reduces the chances that meeting attendees will encounter issues seeing your screen.

Sharing Webcam Video

1. You can easily share webcam video with meeting attendees. To do this, make sure your webcam is plugged in, and click Start my camera and voice in the Camera and Voice pod.

2. Once your webcam is being shared, you can change the rate at which your video stream is broadcast to attendees. If meeting attendees are on slower connections (dial-up for example), it is recommended that the camera should be set to Fast Images or Slow Images. To change this setting click on the Pod Options menu on the lower right hand corner of the pod. Fast Images is the default setting.