Guidelines to join an RTEST conference meeting

Guidelines for session audience

1- Install Adobe Connect from this link http://cs.ipm.ac.ir/Rtest/2020/iSpring/ConnectAppSetup2020_1_5.exe
2- Install Google Chrome
3- Enter meeting URL in google chrome
4- Insert your assigned Username and Password
5- Click on “Enter Room” tab:

6- Click on “Open Adobe Connect” tab:
To activate your voice for audience, do these next steps as follows:

1- From meeting menu, select “Audio Setup Wizard...” tab:

2- 1st. step: From “Speakers”, select right speaker, and then click on “next”
3- 2nd. Step: Click on play sound, you should hear the test sound from selected speaker.

4- If you hear the sound, then click on “next”.

5- 3rd. step: select active microphone and then click “next”.
6- 4th. Step: After choosing the correct microphone, you need to tune it as follows:

Click on "Record" bottom and read next sentence: “This is a test for microphone”,

When you finished, then press the “stop” bottom.

To test, click on “Play Recording” to hear your voice:

Note:

At this time, you have to hear your recorded voice.
7. 5th Step: To detect the amount of background noise around you, click on the “Test Silence” tab: Make sure you are in a quiet place.

8. 6th Step: click “finish”:
9- Click on the *microphone icon* on the top of the screen to activate your microphone.

![Microphone Icon](image1)

10- When the microphone is activated, the color changes to *green*.

![Green Microphone](image2)

For questioning as an audience:

11- When you are attending to the session, you have to click on the *raise hand icon*:

![Raise Hand Icon](image3)

Note:

**Remember: In each meeting session, speakers have to do all the above steps again.**