Guidelines to join a RTEST conference meeting

**Guidelines for session Chairs**

1. Install Adobe Connect from this link

2. Install Google Chrome

3. Enter meeting URL in Google Chrome

4. Insert your assigned **Username** and **Password**

5. Click on the “**Enter Room**” tab:

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

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

2. 1st. step: From “Speakers”, select the correct 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 right 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":

Audio Setup Successful!

Success

You have completed the Audio Setup Wizard. If you are still experiencing problems with your audio, click the Help button below.

Speaker - Speakers (2- Conexant SmartAudio HD)
Microphone - Microphone (2- Conexant SmartAudio HD)
Microphone Volume - 71
Silence Level - 10
9- Click on the *microphone icon* in the top of screen to activate your microphone.

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

**Note:**

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

**1st. approve participant to presenter**

By clicking on the name from the “**Attendees**” list.
2nd. From user menu, click on “Make Presenter”.

3rd. Announce to user that he has the permission now.

4th. To make the presenter as a participant, after finishing the presentation, click again on the user from the attendees list and select “make Participant”.