

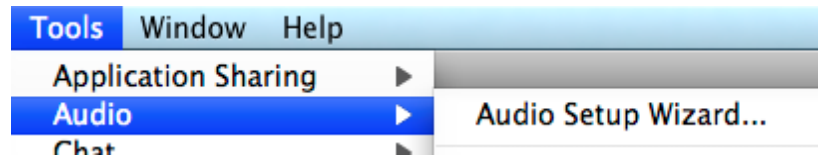


Audio Setup Wizard for Mac Users Quick Reference Guide

Prior to participating in a session you should ensure that your audio is configured correctly. Basic audio settings can be configured using the Audio Setup Wizard.

Using the Audio Setup Wizard

1. Click **Tools > Audio > Audio Setup Wizard...**



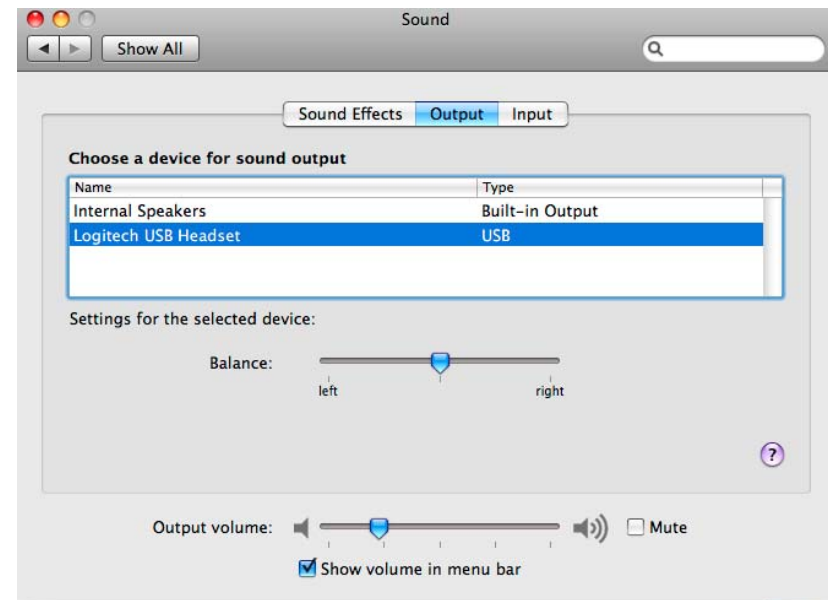
2. Select the **Audio Output Device**. The audio output will be sent to the system default output device.



3. To choose a different device, use the System Preferences Output panel.

Click the  button from the **Select Audio Output Device** window.

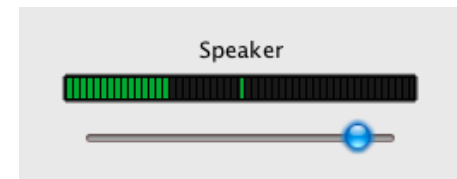
4. Select the device you want to use to hear the audio from the Elluminate session. Close the window and click OK.



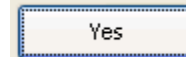
5. Listen to the prerecorded audio message by clicking the



button. Adjust your audio to a comfortable listening level by moving the speaker slider bar.

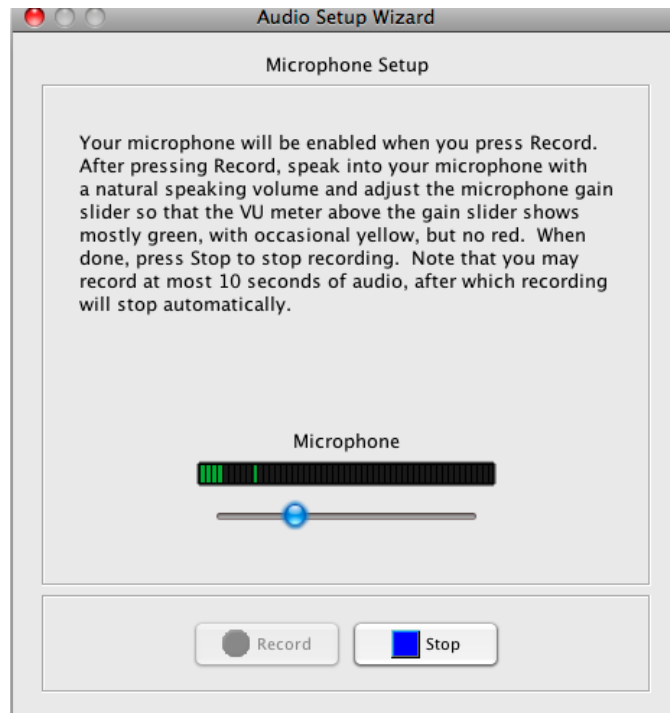
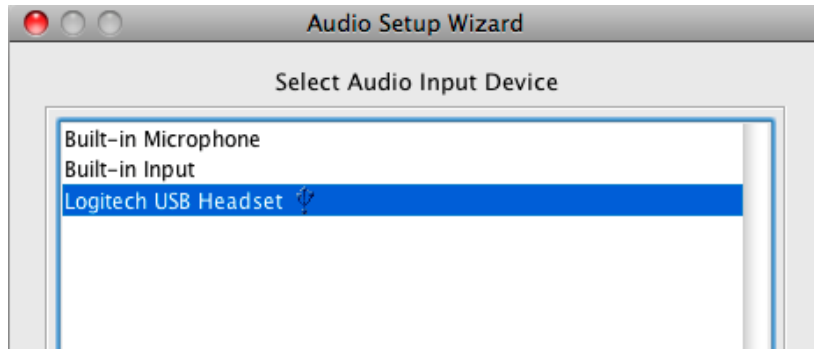



6. Confirm you were able to hear the audio by clicking the




button.

7. Select your **Audio Input Device**. This is the microphone you use to send your audio to others during the session. Select the device and click **OK**.



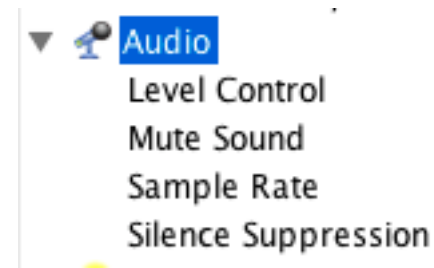
8. Test your microphone by clicking the  button and speak into the microphone with your normal speaking voice. Adjust the microphone slider bar so that it displays green bars with an occasional yellow bar. Red indicates that your audio is too loud or your microphone is too close to your mouth.



9. Click the  button to listen to your recorded voice.
10. Confirm you were able to hear your recorded voice. Click Ok.

Additional Audio Settings

Additional audio settings are available from the Preferences dialog window. You may set the:



- From the menu bar, select *Illuminate Live!* > Preferences > Audio

For more information on each of the audio settings available from Preferences, please refer to the Moderator's Guide available on our training website: www.illuminate.com/training.

Tips:

1. Use the Audio Setup Wizard before each session begins.
2. Use a headset to achieve consistent good quality audio.
3. Always use a headset if you are using simultaneous talkers.