



Audio Setup Wizard Quick Reference Guide

Prior to moderating 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...**



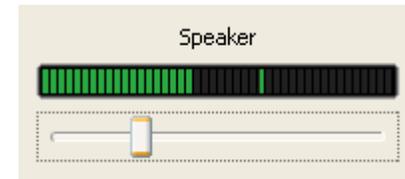
2. Select the **Audio Output Device**. The choices will depend on your particular operating system. If you are using a USB device, plug it in and then wait a few seconds for the system to recognize it. Then click the **Refresh** button and select the device. Then click **Okay**.



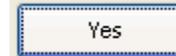
3. Listen to the prerecorded audio message by clicking the



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

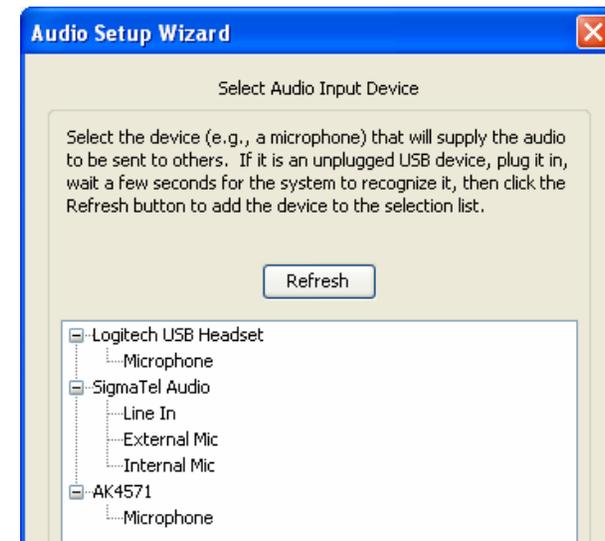


4. Confirm you were able to hear the audio by clicking the

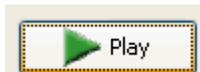
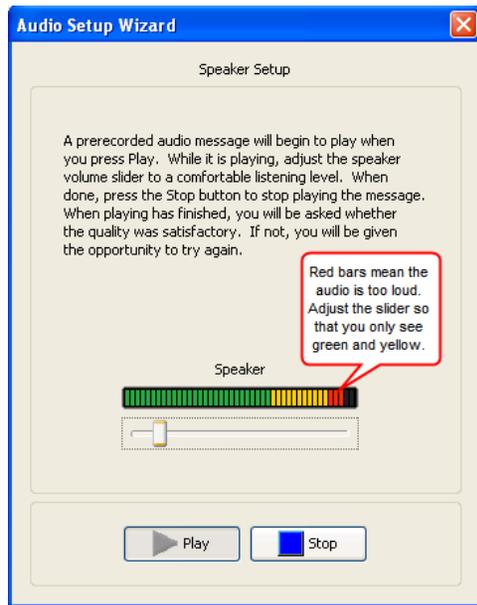


button.

5. Select your **Audio Input Device**. This is the microphone you use to send your audio to others during the session. If you are using a USB microphone, plug it in, wait a few seconds, and then click the **Refresh** button. Select the device and click **OK**.



6. Test your microphone by click 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.



7. Click the  button to listen to your recorded voice.
8. Confirm you were able to hear your recorded voice. Click Ok.

Additional Audio Settings

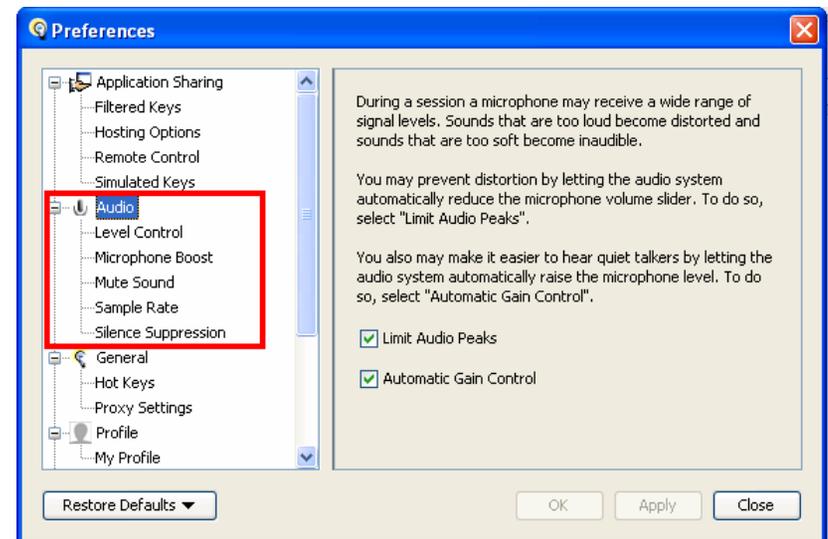
Additional audio settings are available from the Preferences dialog window. You may set the:

- Level Control
- Microphone Boost
- Mute Sound
- Sample Rate
- Silence Suppression

- To access Preferences:

- PC users: Tools > Preferences
- Mac users: Elluminate *Live!* > Preferences

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.