

Make your Audio Crystal Clear

Below are some **helpful tips** and **best practices** for MeetingOne and Adobe Connect integrated audio calls!

- ✓ **Test all equipment before a call to ensure it is working properly.**
- ✓ **Encourage all speakers to self-mute (when not speaking) to avoid disruptions.**
- ☎ Hard-wired land line phone connections are always preferred.**
- ☎ Avoid using speakerphone (if possible) as the quality can vary and background noise is more easily picked up.**
- ☎ When connected via the phone, mute your computer speakers to avoid an echo.**
- 🔊 When using a laptop with a built-in microphone, feedback loops can occur as the microphone can pick up the audio from the external speakers and then transmit it back out. Using a pair of earbuds will allow for use of the built in microphone while eliminating the feedback loop; however using a headset is preferable.**
- 🔊 While there is no headset brand that is recommended by MeetingOne and Adobe Connect, we have had success with Logitech headsets**
- 📱 When using a mobile phone, test the connection before the call.
*If your phone connection is not strong or if having difficulty hearing, hang up and dial back in to re-establish connection.**
- ✓ **In general, close all other programs that could ping the internet (social media, email, Outlook, Skype, etc.) This will help reduce bandwidth issues.**