



WEST MICHIGAN CONFERENCE
of The United Methodist Church

Welcome!

This document will assist you in setting up the equipment to join an Adobe Connect Pro meeting with the West Michigan Conference.

To participate you will need:

- A.** A computer with a high speed internet connection.
- B.** A web camera. We recommend the Logitech WebCam Pro (shown and available at Best Buy or Amazon.com.) If you have never installed a web camera before, please carefully follow the instructions that came with the camera. Do not plug in the camera until you have been instructed.
- C.** If others will be attending the meeting with you connect a video projector.
- D.** You must use a web headset with a microphone to prevent audio echoing. If others are attending the meeting with you attach external computer speakers instead.



NEXT STEPS.....

- E.** With the system totally connected, restart your computer. This will assure a proper camera connection.
- F.** Open your e-mail invitation sent by the meeting host and click on the web link provided. It will open your web browser and take you to the meeting.
- G.** When you arrive at the West Michigan Conference , type in your name and city you are attending from.
- H.** Join the meeting by pressing the connect button.
- I.** The Adobe Connect program will download temporarily onto your computer.

After you sign in you will arrive at one of our many “meeting rooms.”

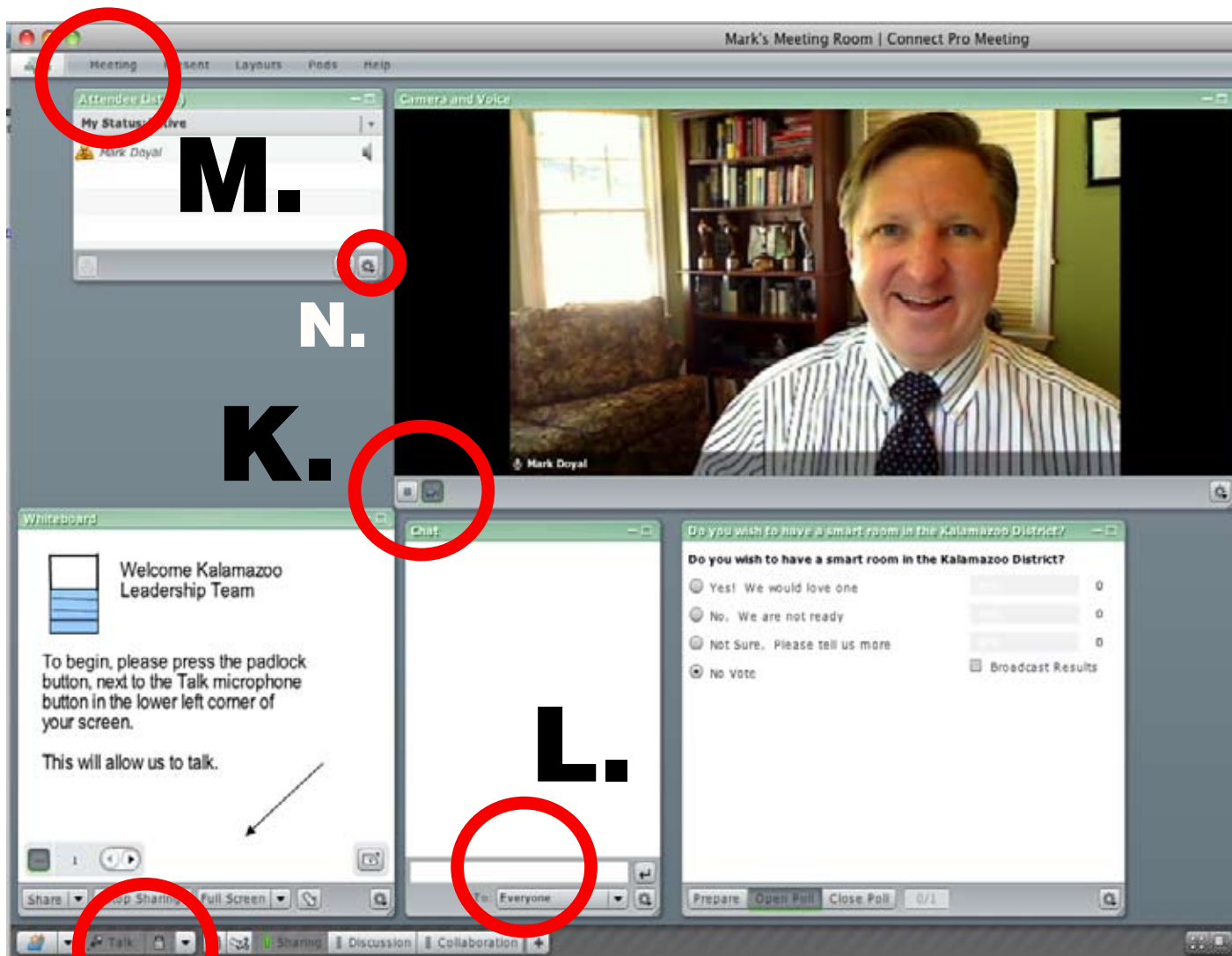
Your meeting room may appear slightly different from this photo but the talk and camera icons are always in the same location.

J. Press the lock icon next to the microphone icon so we can hear you.

K. Press the camera button icon. Now we can see you.

L. Use the chat box to text your meeting host if you have any difficulties.

M. If you are still having trouble with audio, use the MEETING pull down menu and select AUDIO WIZARD. Follow the instructions. If your video camera is not working, use the same MEETING menu to check CAMERA SET UP. Make sure your web camera is selected.



J.

FINAL NOTES:

If your audio and video is still not working, make sure your host has given you audio and video rights with **N.** “Changed Enhanced Participant Rights” settings. Please contact your host by phone to troubleshoot your meeting connection if you are still not able to hear or see the meeting.