iConnect: Set up your audio

Overview

In an iConnect session VoIP (Voice over Internet Protocol) is used. It allows you to talk to your participants and share audio via your internet connection, similar to Skype.

It is recommended you complete the Audio Setup Wizard every time you connect to an iConnect Web Conferencing session. This way you can ensure the correct devices are always selected.

Note:
The images in this quick step are based on a Windows operating system. Although the Mac OS X system will look different it does follow the same process below.

In this Quickstep you will learn how to:

- Complete an audio setup, p2

An ! icon indicates that there is additional information available for this topic at the end of the article.
Steps to follow

Step 1 – Complete an audio setup

1. When in your iConnect session, select ![](image)

2. Select your audio output device (i.e. headset or speakers). ![](image)

3. Select **OK**.
4. Select **Play**.

5. Check the sound quality and adjust the slide bar to correct the volume.

6. Select **Stop**.

7. Once the sound volume and quality are correct select **Yes**.
8. Select your Audio Input Device (i.e. headset or microphone).

9. Select **OK**.

10. Select **Record**.

11. Use your microphone to record a short test message.

   **Note**: Move the slide bar to adjust the recording volume.

12. Select **Stop**.
13. Select *Play*.

14. Check the recording volume and quality is clear.

15. Select *Stop*.

16. Once the recording volume and quality are correct select *Yes*. 
17. Select **OK** to finalise the Audio Setup Wizard settings.

You have successfully completed an audio setup.
FAQs

How do I access a session?
See the Find a session quickstep.

How do I find my audio device name?
1. Open your computers Control Panel.
2. Select Sounds and Audio Devices.
3. The audio device in use should appear.

My audio device is not appearing in output or input, how can I fix this?

Select Refresh or check that your audio device is correctly plugged into your computer.

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