How to Use a Camera and Microphone
Adobe Acrobat Connect Pro

**Step 1:** From the meeting room,
Click on the button in the lower left-hand corner of
the Camera and Voice Pod to start.
(circled in red in the image to the right)

**Step 2:** If the pop-up shown to the right is displayed,
Click Allow to allow access to the camera and microphone.
(circled in red in the image to the right)

**Step 3:** The Camera and Voice now displays your camera image.
Click the camera button to pause or freeze the image.
For live camera feed,
Click the camera button again.
(button circled in red in the image to the right)

Note: For further detailed instruction or help with these steps, refer to “How to Adjust Flash Settings.”

Note: Participants must be granted the right to use the Camera and Voice before these buttons are visible to them. For further detailed instructions on granting rights, refer to “How to Control Participant Rights.”
Step 4: When you start the Camera, the microphone is on, by default.

Click the Talk button to mute your microphone.

Step 5: To talk into the microphone, Click **AND** Hold the Talk button while talking. Release when done talking.

i.e. Like a ‘Walkie-Talkie’

Step 6: To talk without holding down the button, Click the Hands-Free Option.

When you are finished talking, click the Hands-Free button again to mute the microphone.

Step 7: Last, adjust Voice Options as desired.