

Quick Start “Three Point Check” Guide

(Defaults for settings, connection speed, and audio setup wizard)

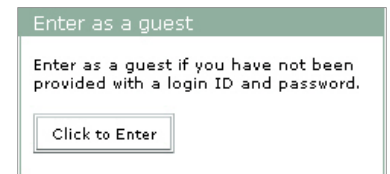
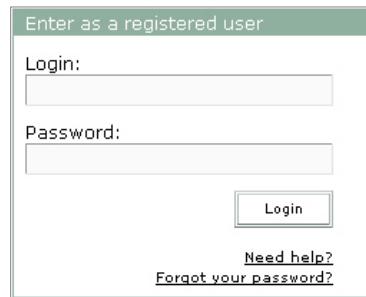


1. **Launch your browser:** at least Internet Explorer v6.0.2900 is recommended because Adobe Connect software was designed using this browser.
2. **Log into IHETS Interactive** using one of these methods:
 - A. Go to <http://interactive.ihets.org>
 - B. Enter the login and password that has been given to you and click **Login**.
 - The login is your complete e-mail address (someone@ert.vet).
 - The password is the four- to 16-character password you were provided.
 - Passwords are case sensitive.



OR:

- A. Go to the URL you were provided: (i.e., <http://interactive.ihets.org/r12345678>)
- B. Enter the login and password given to you and click **Login**.
- C. **Login as guest** by:
 - Click the **Click to Enter** button.
 - Enter your name; click **Enter Room**.
 - You will immediately enter meeting room or be admitted by the host.



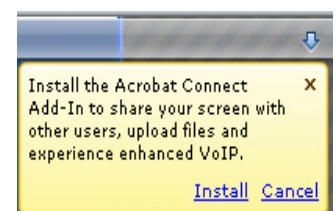
3. **Install the Connect Add-in the first time you login** using one of the following methods.
 - A. Login as a participant
 - B. Click the **Meeting** drop-down at top left of screen, and then **Manage My Settings**
 - C. Select **Audio Setup Wizard**
 - D. Click **Install** at the bottom of dialog box.
 - E. Click **Yes** in the next dialog box.
 - F. The window will close and reopen.

Note: If a double white screen appears with one large and one small window, go to final page of this handout.

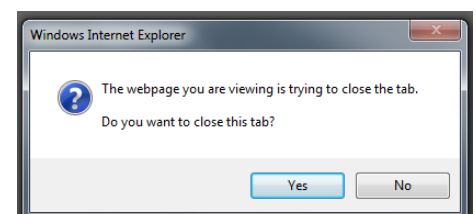


OR:

- A. Log in as a presenter or host.
- B. Roll cursor over the blue down arrow in upper right corner of screen. (*Note:* If the blue arrow does not appear, use method above).
- C. In the dialog box that appears, click **Install**.
- D. In the next dialog box, click **Yes**. The window will close and reopen.



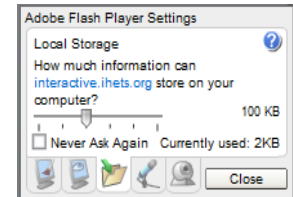
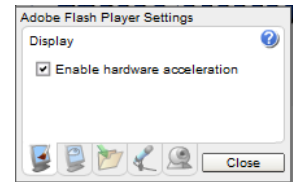
Note: If after indicating “yes” that you want the add-in installed, an information box may appear and asks if you want to close the “extra” Webpage you are viewing (display to the right), say yes.



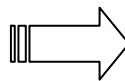
4. Adjust Flash settings:

- A. Right-click anywhere on the screen. In the menu that appears, left click **Settings**.
- B. The **Adobe Flash Player Settings** window/information box will appear.
- C. Click the **computer screen** icon with a **paint brush** at bottom left, place a **check mark** in the box **Enable Hardware Acceleration**.
- D. Click the **computer screen** icon with a **human eye, dot** the radio button for **Allow**, and place a **check mark** for **Remember**.
- E. **Ignore** the folder with a **green arrow and folder icon**.
- F. From the **microphone** icon:
 - Check the **Reduce Echo** box.
 - Select the microphone you are using from the **drop-down list**.
 - **Test** the microphone by speaking into it. The green bar on the left should move as you speak. It may turn yellow or red as sound increases. If there is no movement, select a different microphone.
- G. If you have a **camera**, select your camera from the drop-down list that occurs when selecting the camera icon. If you do not have a camera, take no action.
- H. Click **Close** button at lower right.

Note: Some browsers may not show the fifth icon, the monitor with a **paint brush**. This is not a problem; it merely indicates you are not using a later version, for example, of your browser or operating system.



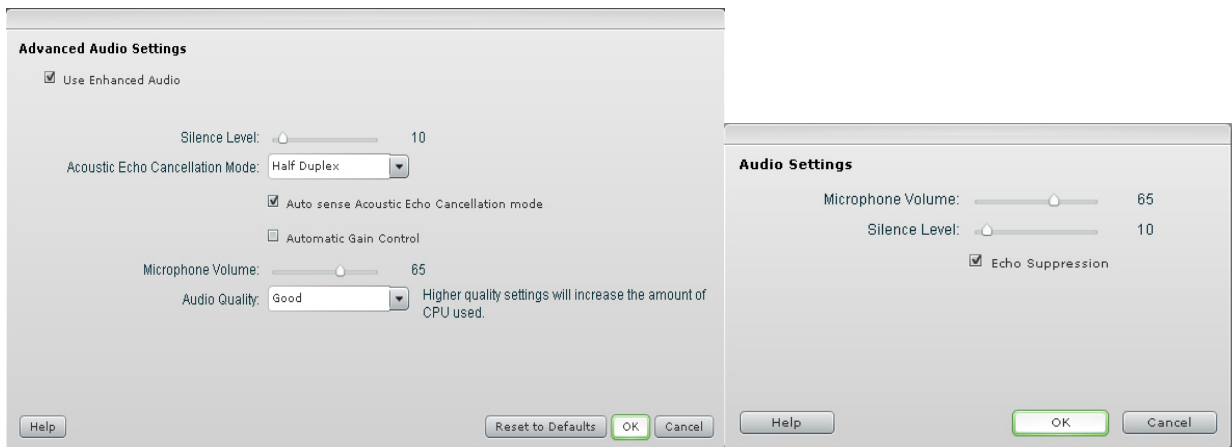
5. Run the Audio Setup Wizard.



A. For Windows PCs:

- Click the Meeting drop-down in the upper left corner. Select **Audio Setup Wizard**. Click **Next**. Verify **Install** button does not appear. If it does, a problem exists, ignore and continue to Step 5. (See note 2 below about troubleshooting the white frozen screen that occurs when clicking Install.)
- Step 1 of 5: Click **Test** to check the audio, then **Next**.
- Step 2 of 5: Select your mic/headset from the drop-down, then click **Next**.
- Step 3 of 5: Test your microphone by clicking **Record**. Read the sentence on the screen. Click **Stop**, then press **Play** to hear your recording. Click **Next** when done.
- Step 4 of 5: Click the **Test Silence** button, ensure microphone is open, and remain quiet. Wait for the LED light to move from left to right in the field. Click **Next**.

- Step 5 of 5: On left, it is best to fine tune in Advanced Settings by making these selections:

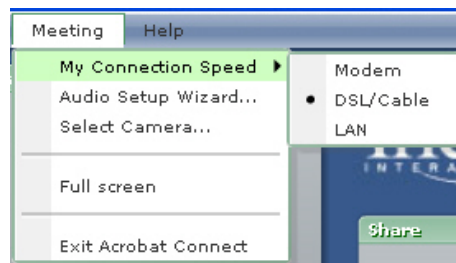


- Click **OK**, then, **Finish**.

B. For Macintosh PCs: (See diagram above right)

- Follow all steps for Windows PCs to step 5.
- On Step 5 of 5, click the **Settings** button. Adjust **Microphone Volume** between 50 and 70. **Echo Suppression** should be checked. Click **OK**.
- Click **Finish**.

C. For **My Connection Speed** in the **Meeting** drop-down list, select **LAN** or **DSL** according to your connection type (i.e., if you are on a LAN, choose **LAN**; if you are on DSL or cable, choose **DSL**).



Note 2: If you click on the Install button in Step 0 of 5 of the Audio Setup Wizard, and you see the following frozen screen with a large and small white window:



There is a “glitch” in the software. However, to “work around” this issue, simply click the ‘X’ in the upper right hand corner of each window to close them. You are no longer in your meeting room and will have to open your browser to re-enter the meeting room. This error actually indicates that the Add-in is installed in your browser. So, when you return to the Audio Setup Wizard to complete your “three point check,” simply ignore Step 0 of 5 and the Install button; proceed in completing Steps 1 through 5.

