

**Adobe Acrobat Connect Pro  
UI&U User Guide  
Updated August 2008**

**What is Adobe Acrobat Connect Pro?**

Adobe Acrobat Connect Pro (referred to as Connect for the remainder of this document) is an online virtual meeting room system. Using Connect, people from anywhere in the world can hold virtual meetings using a computer, a high-speed Internet connection, a Web camera (optional) and headphones.

**Buildings – Rooms – Tables**

Adobe Connect Pro is built on the principle of “virtual rooms,” and each room has a Web address. To use an analogy, with Connect, the building is the main address of the Web site, the room is the part after the address, and the tables in the room are called “Pods.”

To begin the analogy, Union Institute & University owns two “buildings” with Adobe. The address of our older building is <http://tui.acrobat.com> . Some of the original meeting rooms were set up at this address, but all rooms created after August, 2008 are located at the new address: <http://tui.na3.acrobat.com> . After the building address, there is a room location. For example, the “Demo” room is located at <http://tui.na3.acrobat.com/demo> .

After you enter the address in your Web browser (and press Enter), a Login page will appear. The Host must Log in with their TUI e-mail address and the password that was assigned when their Adobe Connect account was created. All others entering the room should choose the Guest Log in and type their first and last name, then click Enter Room.

Once in the room, a series of small windows will appear within the main window. Those smaller windows are called Pods. Pods are similar to tables and equipment within a room. Each Pod has a different purpose. Pods are described in detail later in this document. This completed the analogy of how buildings, rooms and tables relate to Adobe Connect Pro.

**How to request a room:**

To request a new room, the organizer, or Host, of the room must request the room to be set up by the Department of Computer Services ( <http://www.tui.edu/cs> ). To request a room, please complete a Computer Service Request Form. A link to Forms is available from the Computer Services Web site.

**Are Rooms Permanent?**

Rooms remain as you left them and can be re-used until they are deleted or the host chooses the option to “End Meeting.” This is the equivalent of locking the room. If the Host merely exits Adobe Connect Pro (and thus, the room), the room remains open and available for use. For that reason, it is not necessary to request a room for every meeting.

## **Equipment**

Equipment for Adobe Connect Pro is fairly simple, but very important. UI&U has standardized on Logitech Cameras (the 9000 Pro Series, or similar). These cameras have built-in microphones. To install the camera, BEFORE connecting the camera, insert the Installation CD and perform the Typical installation. During the installation, you will be prompted to plug in the camera. Follow the installation wizard, including the audio tuning to complete the setup.

During meetings, for good audio, you MUST use headphones connected to the headphone port on your computer. If you use the speakers on your laptop or computer, there will be an echo effect from the microphone picking up the sound of the speakers. Headphones can cost between \$10 to as much as \$500. For the purpose of Adobe Connect Pro meetings, the lower priced headphones are quite adequate. Headphones (or some people prefer “earbuds”) can be purchased at most retail stores, such as BestBuy, WalMart, Meijer, Staples, etc. If you do not use headphones, your Connect experience will be very poor, and potentially unusable.

The quality (speed) of your computer can have an impact on your Connect session. At least a 1GHz Pentium 4 processor is recommended.

## **Software Requirements (Flash, Add-In)**

Adobe Flash version 9 or newer is required to participate in Adobe Connect meetings. Visit <http://www.adobe.com> to download this version. Hosts and Presenters must also install the Adobe Connect Pro Add-In. To install the Add-In, visit <http://tui.na3.acrobat.com/common/help/en/support/startmain.htm>. After you have installed the required software, visit the Meeting Test page. This will verify your connection speed and that your software is installed properly: [http://tui.na3.acrobat.com/common/help/en/support/meeting\\_test.htm](http://tui.na3.acrobat.com/common/help/en/support/meeting_test.htm)

If a Host or Presenter enters a room and does not have the Add-In installed, a green bar (below the X) in the upper right corner of the window will prompt the installation.

## **Administrator – Host – Presenter – Participant**

There are four roles in Connect. Only three will be available for use within meeting rooms.

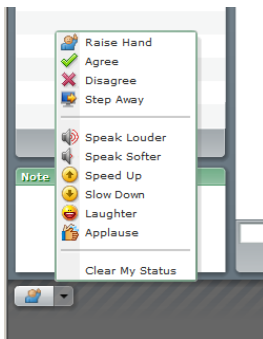
**Administrator** – This role is not available within meeting rooms. It pertains only to those managing the Connect system for UI&U. Administrators are members of the Computer Services and Instructional Technology departments. They can create shared meeting rooms (usually more general purpose rooms), and manage user accounts and system-wide settings with Connect.

**Host** – The most powerful role within a meeting room, the Host manages the meeting and the settings within a meeting (including the Pods that are available, and their locations). The Host is responsible for changing layouts within a meeting, assigning

who has Presenter rights, and other settings for the room. A Host is typically a faculty member or program coordinator. The Host may broadcast his/her camera and audio. See **Meeting Room Settings**.

**Presenter** – A Presenter has the rights to use the Pods within a meeting room, including the Sharing Pod, which allows the Presenter to share PowerPoint presentations, applications on their computer, and their camera and audio. The Presenter may NOT move or add Pods within the room.

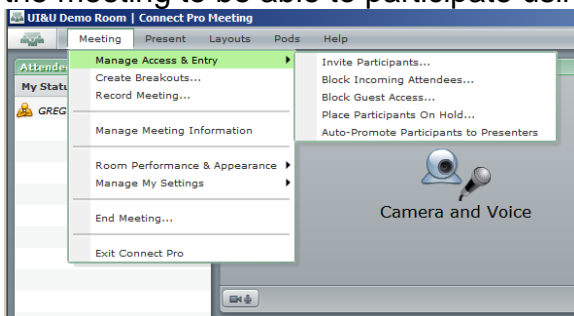
**Participant** – The Participant is merely an observer within the room. This role does not allow the use of a camera (and audio). However, a Participant may use the Chat Pod and can provide feedback with the Status button (raise hand, agree, disagree, etc. – see below).



### Meeting Room Settings (for the Host)

Hosts have many additional options not available to Presenters and Participants. The following options are set by the Host. The following are the most frequently used options.

From the Meeting menu, under Manage Access & Entry, there is an option to Invite Participants... This option will automatically generate an e-mail that contains the meeting name and address. The Host may then address the e-mail to whomever he/she wants to invite to the meeting. There is also an option to Auto-Promote Participants to Presenters. This is a useful setting if the Host would like anyone joining the meeting to be able to participate using their cameras and microphones.

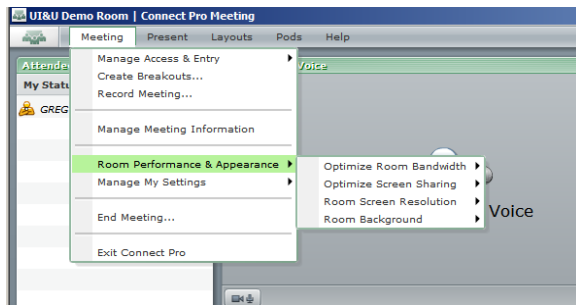


Also from the Meeting menu, the Host can Create Breakout sessions (discussed later in this document).

If the Host would like to record the session for viewing later, that option is on the Meeting menu.

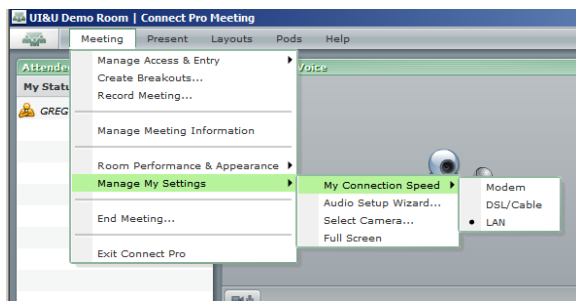
### Room Set Up

It is important when a Host first enters a room that the room is set up in a way that will optimize the meeting experience. Similar to adjusting the temperature in a room, it is important to adjust the maximum speed of a room, under Optimize Room Bandwidth (recommended to always be set to LAN) and Room Screen Resolution (1024x768 is the most common). For Screen Resolution, the size is counter-intuitive. The contents of the room appear larger in a room set to 800x600 than in a room set to 1024x768, but you can fit more Pods into a room set to a higher resolution. It functions the same as a computer monitor's resolution.



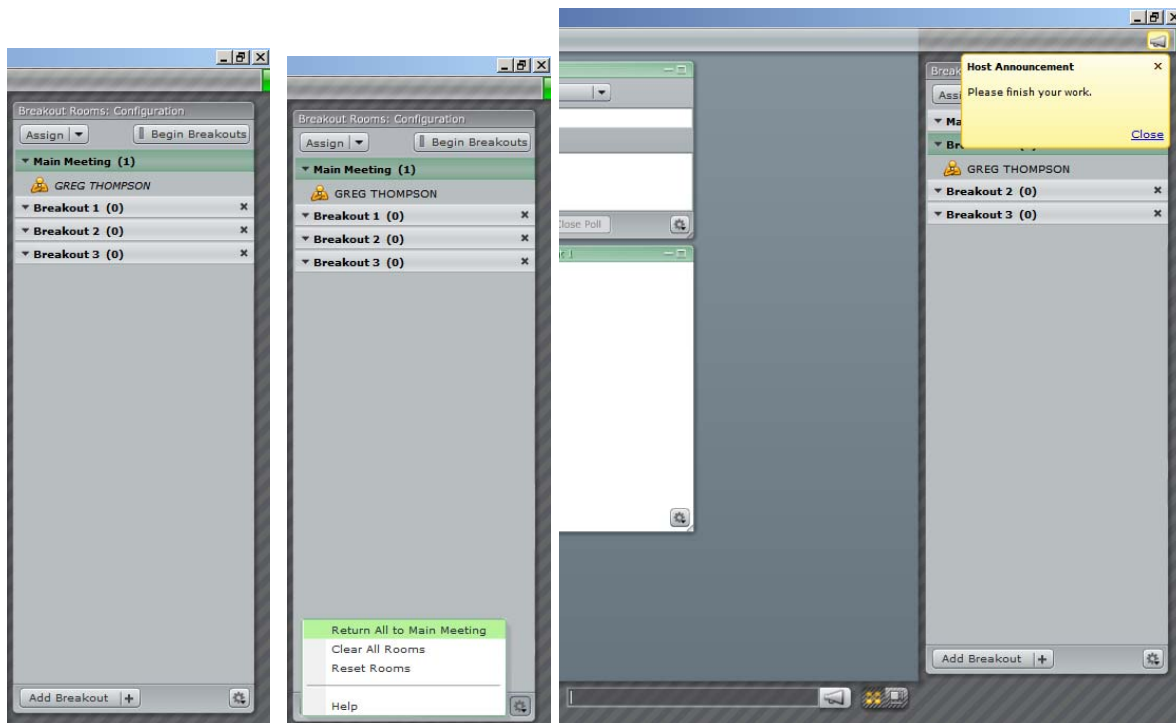
### Manage My Settings (applies to everyone)

The Manage My Settings menu gives you the option to adjust your Internet speed (LAN if you have very high bandwidth, or DSL/Cable if you have high-speed), as well as tuning your microphone level with the Audio Setup Wizard, and the option to Select your Camera if it does not appear active.



## Breakout Rooms

Breakout Rooms allow the Host to split participants into smaller meeting rooms. For example, a class may have 12 learners working on three different projects. Under the Meeting menu, choosing Create Breakouts... will open the Breakout Configuration Pod on the right side of the meeting room window. By default, three Breakout rooms are prepared. To assign participants to the rooms, click their name under Main Meeting, then click the Assign button (or drag and drop them onto their Breakout room. If more than three Breakouts are needed, click the Add Breakout button. Once Breakout meetings are complete, use the Pod options button to "Return All to Main Meeting." The Host may move between Breakout Rooms, and has an option from any room at the bottom of the meeting window to broadcast a message that will appear for all rooms (the message appears at the top right corner of the window).



## Pods

Pods within a Connect Room are similar to tables and equipment that exist in a real room. The Host can add or remove Pods from a room. Below are brief descriptions of each Pod.

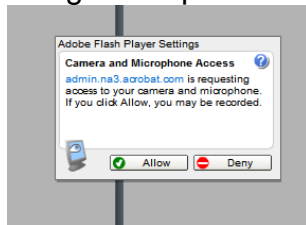
**Share** – This Pod allows Hosts and Presenters to show presentations (PowerPoint), or to share their desktop or individual windows and applications on their computer. It also allows the use of a virtual Whiteboard.

**Attendee List** – Shows the names of everyone in the meeting. This Pod allows the Host to change the status of people in the meeting.

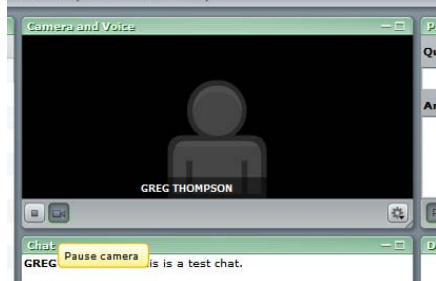
**Camera and Voice** – This Pod allows Hosts and Presenters to start their cameras (and microphones/voice). To activate your camera, click the button with a picture of a camera and microphone (place your mouse over the button and it displays “Start my camera and voice”).



When the button is pressed, an Adobe Flash Player Settings window will pop up asking you to either Allow or Deny access to activate your camera and microphone. This is designed to prevent accidentally pressing the button.



After activating the camera and microphone, your video should appear in the Pod. Once your video appears, you can control both your video and audio separately. The Camera and Voice Pod will display two buttons below your video. The left “stop” button (looks like a square) will completely stop your video and audio. The button next to it (looks like a pressed camera button) can pause your video (the appearance of freeze frame). The pause option may be useful if you need a brief break (e.g. to sneeze).



At the bottom of the Connect window, there is a Talk button (with a picture of a microphone). When that button is pressed in, your audio is being broadcast. The lock next to the talk button locks the microphone on. This is the setting by default once you start your camera and voice. Unless you plan to talk immediately, it is recommended that you “un-click” this button once you start your camera. And then click it on when you want to talk during the meeting. Be sure to run the Audio Setup Wizard to configure your microphone for the first time.



**Chat** – The Chat Pod acts very similar to an Instant Messenger service. This allows you to either send messages to Everyone in the room, or private messages to individuals in the room. Everyone, including Participants, may take part in the chat.

**Note** – This is a shared Pod that contains notes for the meeting room. This Pod is useful for keeping lists of assignments or who is working on specific items.

**Poll** – The Host can create and open a Poll at any time during a meeting. The Host can close the poll at any time, then show the results. The Host can also display who voted/answered in which way.

**File Share** – If there are files the Host wishes to share with the room, such as a syllabus or agenda, it can be uploaded in this Pod and shared to everyone.

**Web Links** – If there are links to Web sites the Host wishes to share, they can be added in this Pod.

### **Layouts**

There are three default layouts for a meeting room, although a host can create more layouts. A layout is a collection of Pods and where they are positioned within a room. The Sharing layout places the emphasis on the Share Pod. This is mostly used for presentations. The Discussion layout places the focus on the Camera and Voice Pod. The Collaboration Pod places the focus on the virtual Whiteboard Pod.