

How to Play a Video or Audio File in Adobe Connect & Broadcast the Sound through the Teleconference Bridge (*without an echo*)

1. In your Adobe Connect meeting, select **Audio** in the header ribbon and then **Start Meeting Audio**.



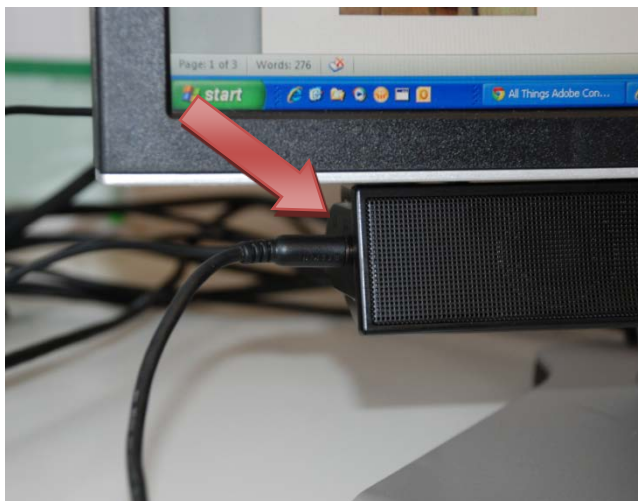
2. In the "Start Meeting Audio" pop up, select both **Using Computers** and **Using Phone**, along with **Start broadcasting telephony audio**. Next, click **Start**. This will start the teleconference bridge.



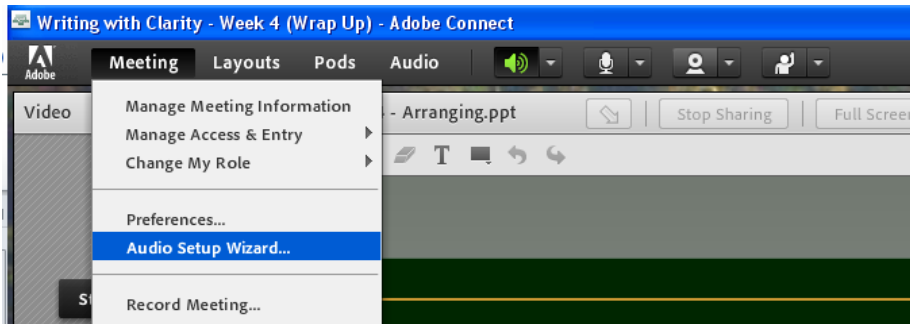
3. Now you will need to route your speakers to the microphone on your computer, so the video or audio file sound will play through VOIP. The simplest option is to use a cable to connect the output from your speaker (computer) to the mic input . . . essentially looping them together. Here is a photo of the cable I used:



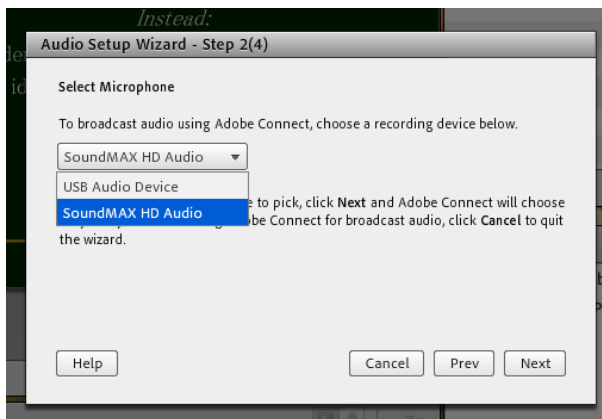
4. Plug one end of the cable into the headphone jack on your speakers and the other end into the mic input on the front of your CPU.



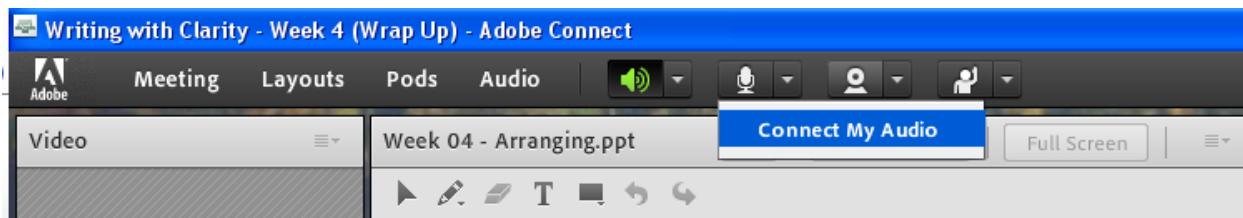
5. In the ribbon header, select **Meeting** and then **Audio Setup Wizard**.



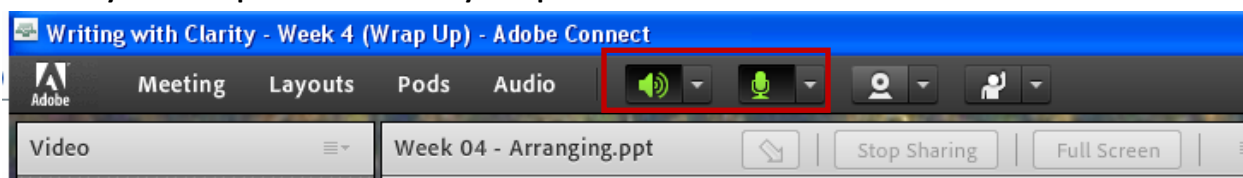
6. In **step 2** of the Audio Setup Wizard, select **SoundMax HD Audio** and complete the remaining Wizard steps.



7. Go to the **microphone icon** in the header ribbon, and select **Connect My Audio** via the drop down arrow. Then, **mute your microphone** as safe practice.



8. Use the telephone line to communicate with audience as usual. When ready to play a video or other audio file, **unmute your microphone** and **ensure your speakers are also unmuted**. The two icons will look like this:



9. Now, start your video or audio and the sound will broadcast over the teleconference bridge without an echo!

NOTE: This method also works well if you want to play a video on your computer using a 'Screen-Share' and you would like the audio to be broadcast to the participants over the teleconference bridge.