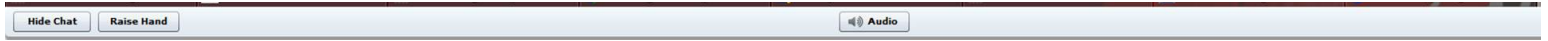


Connecting Via VoIP

(For technical assistance during a call press *0 or call 303.389.4015)

- 1 Once connected as a Participant to the Web Meeting only, make sure your usb headset is plugged in and click the *Audio* button in the center of the screen:



- 2 You will get this box:



- 3 Please click on *Use your Computer Mic and Speaker* then you will see the Adobe Flash Player Settings Box – Please click on *Allow* and check *Remember* – Once this is done your Computer will remember this setting for the next time you join via PC Audio.



- 4 Once this is done you should see the following box: ***Please note that sometimes you might see *Default* as the available microphone*** Please then click on *Select & Continue*



- 5 Once you are connected the *Audio* button looks like this: You are now connected to the Conference via PC Audio

