

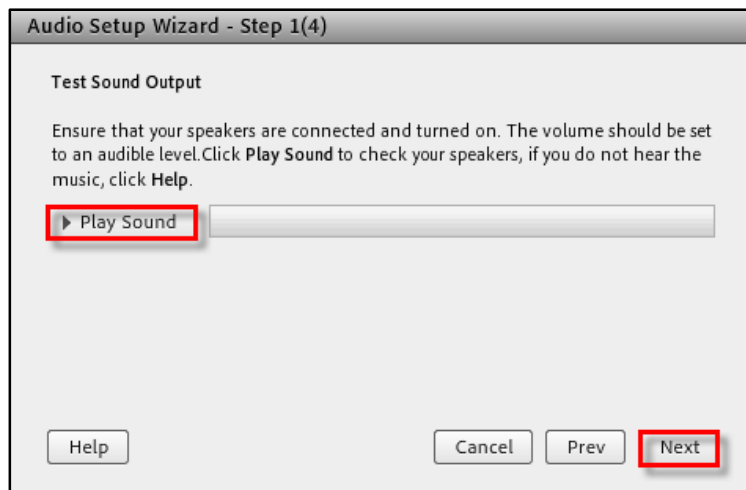
## Audio Setup Wizard

The first time you receive microphone rights, run the Audio Setup Wizards

1. Select Meeting from the top menu bar.
2. Select Audio Setup Wizard and click Next.



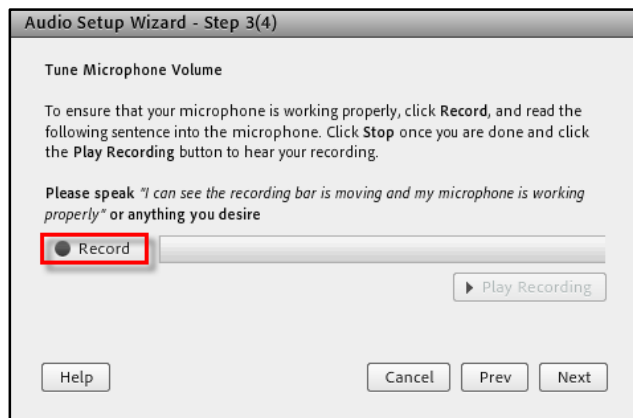
3. Click **Play Sound** and ensure that the sound is coming from the correct speaker, such as your headset, and that you can hear the sound clearly.
4. Click **Next**.



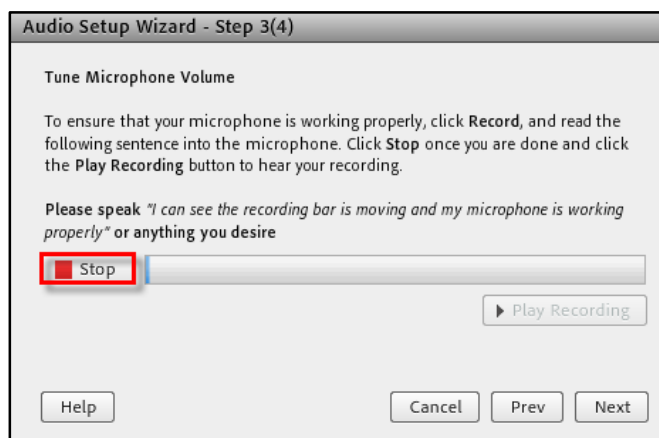
5. Use the dropdown arrow to select your desired microphone and click **Next**.



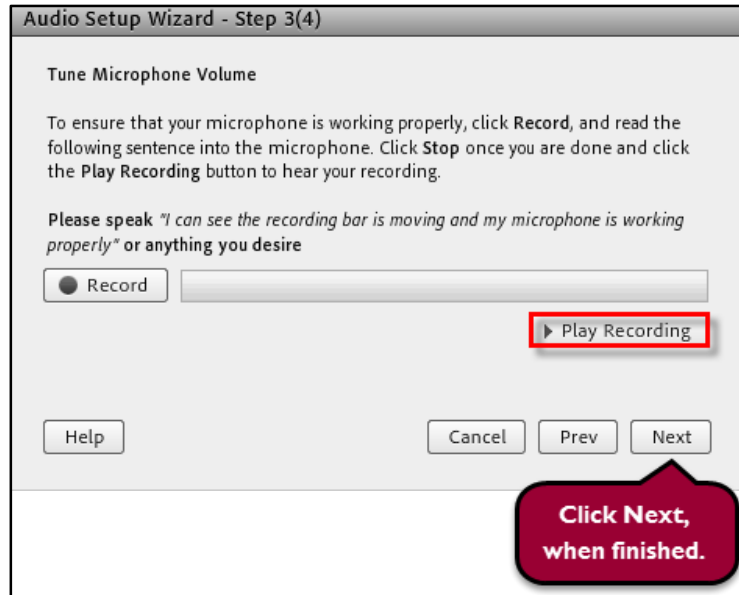
6. Click **Record** and speak into the microphone.



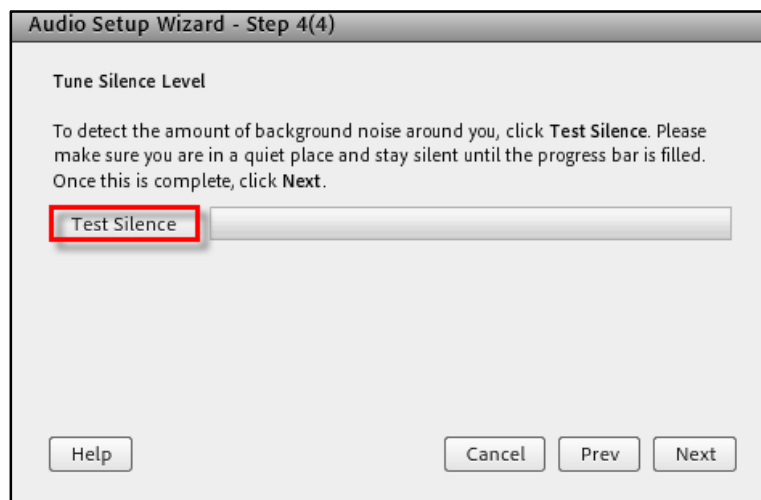
7. When you are finished speaking, click **Stop**.



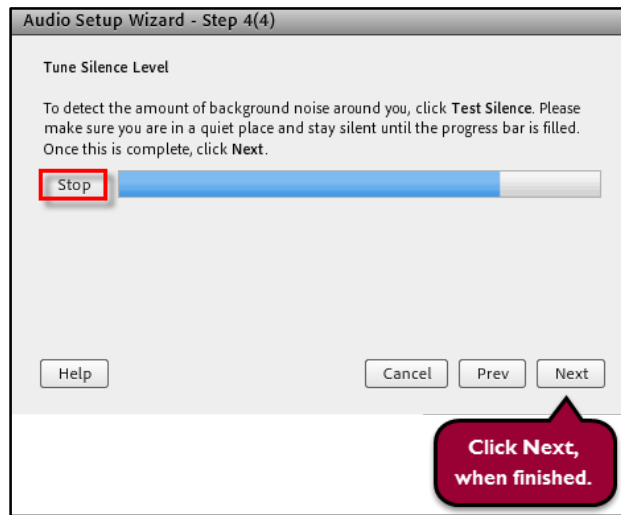
8. Click **Play Recording**, to test you audio quality and volume.
9. Click **Next**, when you are finished.



10. Click **Test Silence**, to test your background noise.



11. Click **Stop**.
12. Click **Next**.



13. You will receive a report based on the Audio setup wizard. Review and click **Finish**.

