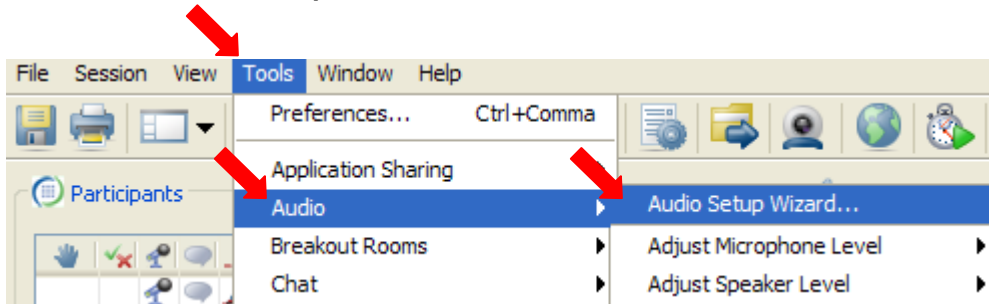


# CCC Confer VoIP

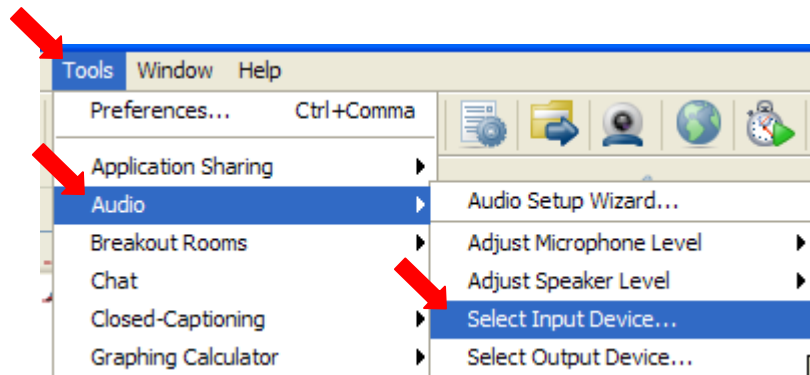
CCC Confer uses a proprietary form of Voice over the Internet that adapts to constantly changing internet connection speeds and reliability. All Voice information will be automatically buffered at any sign of internet lag or loss. All users will experience the same quality regardless of their connection speed or Operating system.

## REQUIREMENTS FOR ALL VOIP USERS:

- A soundcard in your computer
- An integrated headset plugged in *before* connecting to the room.
- Permission given for VOIP use (in the Participant window).
- Run the **Audio Setup Wizard**.

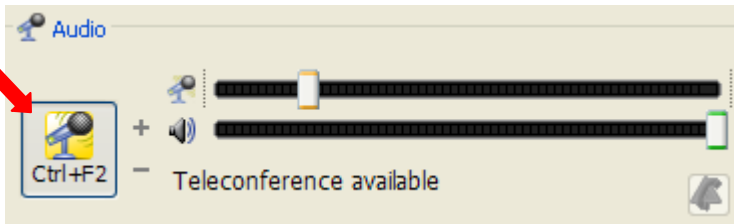


**Note:** If you have multiple input/out audio devices, **Select Input / Output Device...** from the **Audio** menu:

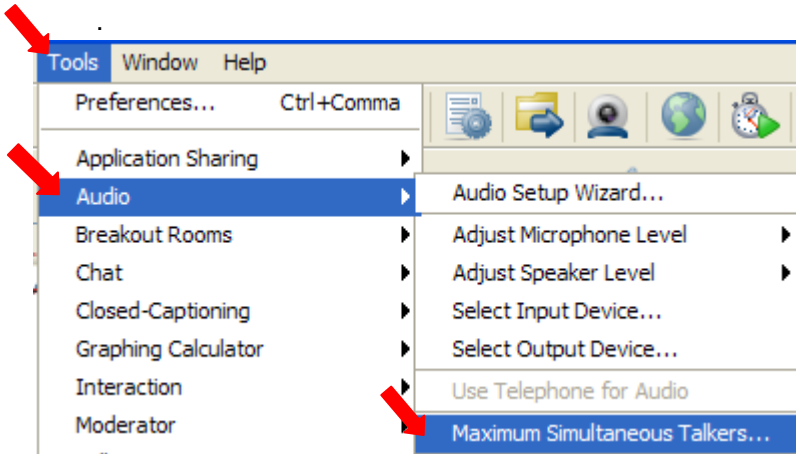


## MODERATORS USING VOIP

- Click the microphone button to speak; the mic highlights yellow when in use.
- When you are done talking, click the button again to allow others to speak.

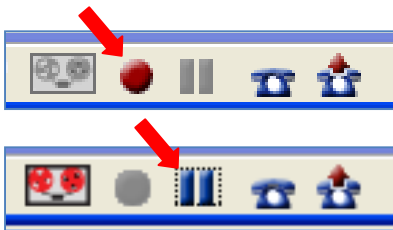


- The default setting is one speaker at a time; to increase **Maximum Simultaneous Talkers...** up to six:



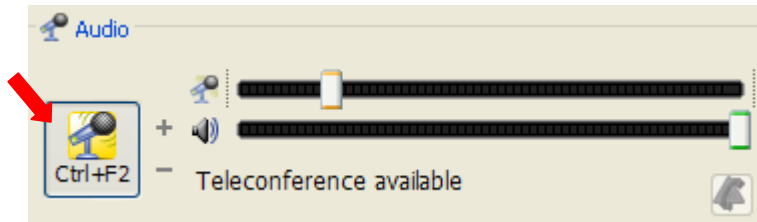
## RECORD A VOIP MEETING

- Press the red button to Start/Resume the recording.
- Press the blue button to Pause/Stop the recording.



## PARTICIPANTS USING VOIP

- A microphone icon will appear next to your name in the participant list when the Moderator has given permission.
- Click the microphone button to speak; the mic highlights yellow when in use.
- When you are done talking, click the button again to allow others to speak.
- Adjust voice and listening volume by moving the Microphone or Speaker sliders.

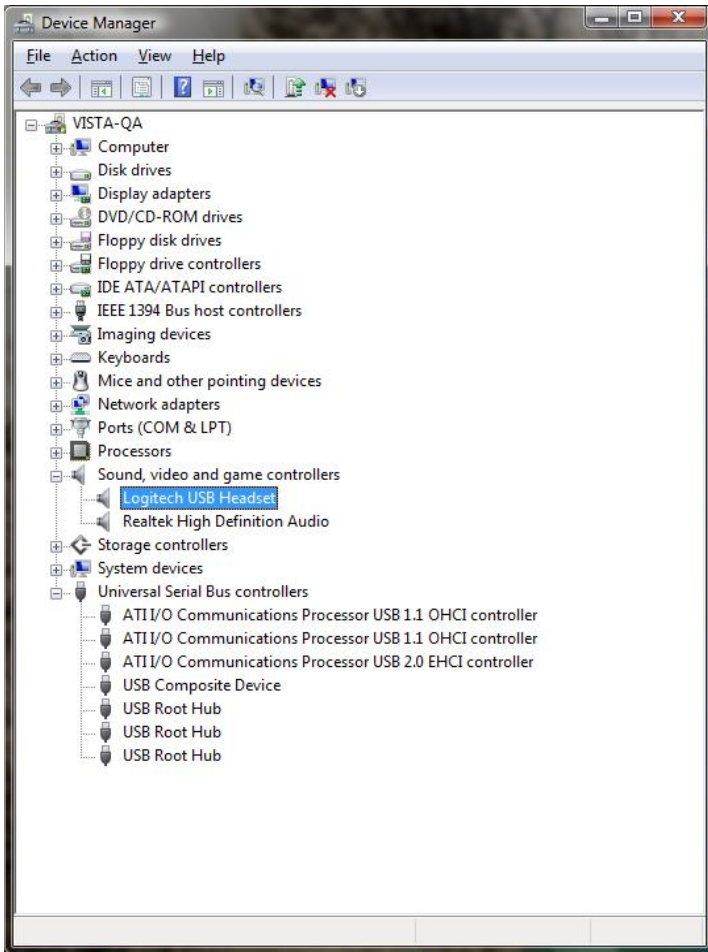


## USB HEADSET NOT WORKING? – **WINDOWS VISTA**

Your drivers are out of date for this headset. Please visit your headset manufacturer's website for newer drivers or use the automated driver update tool in the Windows Vista Device Manager.

To enter your device manager go to the **System** utility in the **Control Panel** and select **Device Manager**.

1. Under the **Device Manager**, expand **Sound, video and game controllers**.



2. Right-click on your USB headset and choose **Properties**.
3. Click on the **Driver tab**.
4. Click on **Update Driver...**
5. Click on Search automatically for updated driver software.
6. Windows will automatically look for updated drivers for your hardware. If unable to find any, you will need to go the hardware manufacturer's website and download new drivers.