

Setting up VOIP conferencing on a MAC

You must have your computer and an internet connection. Your computer must have a supported sound card (most computers do).

It is recommended that you use a computer headset with earphones and microphone; however these are optional.

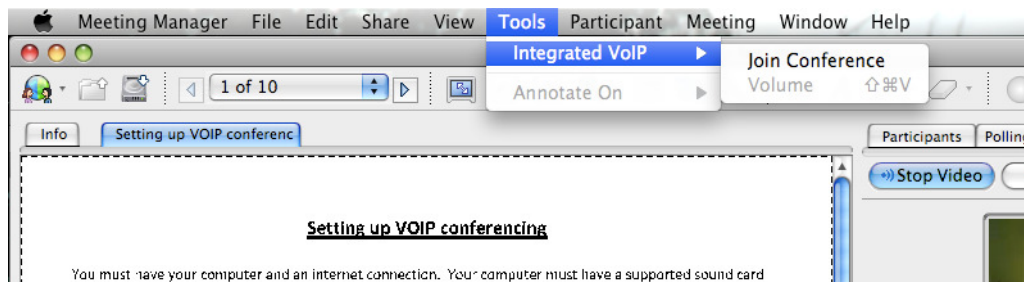
Other optional equipment might include:

- *computer speakers
- *webcam
- *earphones only
- *webcam with integrated microphone
- *microphone only
- *webcam built into your laptop

Steps to set up VOIP:

Plug in whatever items you wish to use for the teleconference into your computer.

1. Join the meeting
2. The MAC does all the setup for you.
3. To join the conference, Select Tools -> Join VoIP Conference

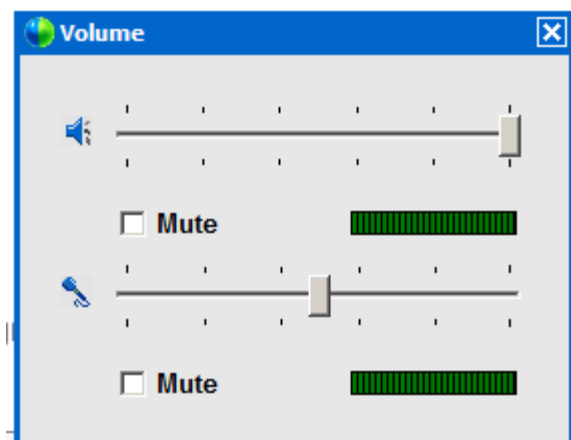


4. A volume control bar will pop up.
5. You will be able to adjust your speaker and microphone volume, as well as mute the speakers and or the microphone.

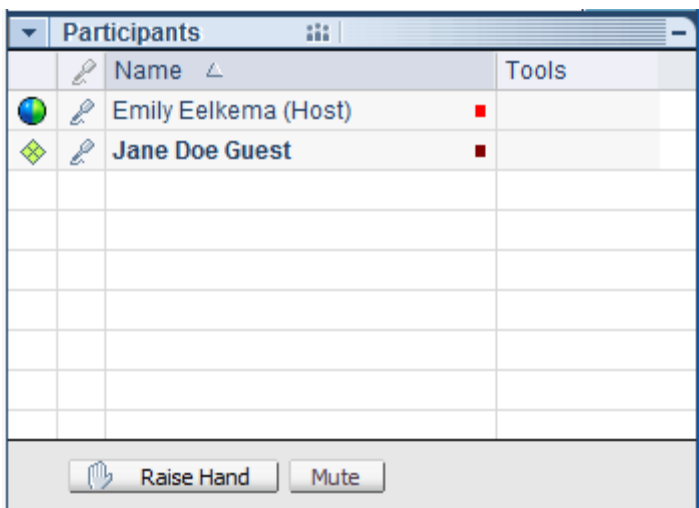
NOTE: It is recommended that you mute your microphone during the presentation, unless you have a question or comment.

NOTE: If you close the volume control bar, it can be reopened at any time by typing

Cmd+Shift+V



6. A microphone will appear by your name (in the Participants panel) after you have joined the VOIP conference.



7. You can mute yourself from the participants panel by highlighting your name and clicking Mute.
8. If you have a question, click Raise Hand to get the host's attention.