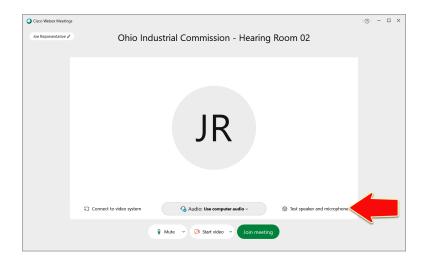
VIRTUAL HEARINGS – HOW OUTSIDE PARTIES CONFIGURE AND TEST THEIR AUDIO SETTINGS IN THE WEBEX APPLICATION

The following document explains how outside parties configure and test their speakers and microphone in the **Webex Application**.

The screenshots provided are from a Windows Laptop. If you use a different type of device your screens may look different, however the functionality should be similar.

 From the Hearing Room Prep Screen, click TEST SPEAKER AND MICROPHONE.



Speaker and Microphone

Test

Test

- When the **SETTINGS** window opens:
 - Select the applicable SPEAKER from the dropdown menu.
 - ➤ Click the **TEST** button to test the speaker. (you will hear Cisco intro music if you have the correct speaker selected)
 - ➤ If no sound is detected, select another speaker source and click **TEST** again.
 - Select the applicable MICROPHONE from the dropdown menu.
 - Click the **TEST** button to test the microphone. (you will hear your recorded voice if you have the correct microphone selected)
- Input volume

 Automatically adjust volume

 Remove background noise

 Sync mute button status on microphone device

 Music mode ©

Speaker

Output level

Output volume

Microphone

Input level

Speakers (Realtek(R) Audio)

Use System Setting (Intel® Sma...

- ➤ If no sound is detected, select another microphone source and click **TEST** again.
- Close the SETTINGS window when the audio settings are configured.