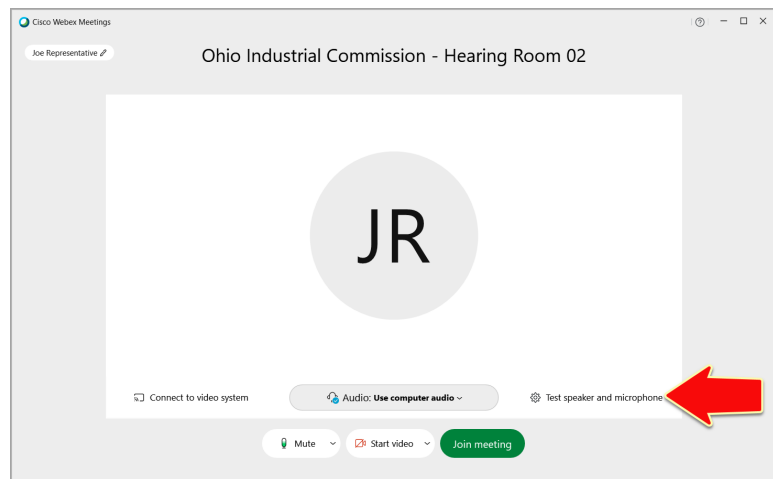


## WEB CONFERENCING – HOW OUTSIDE PARTIES CONFIGURE AND TEST THEIR AUDIO SETTINGS IN THE WEBEX APPLICATION

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**.



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

