



ICPA conference

Check you audio

- Use the Audio Setup Wizard.



Update your profile

- (PC) Right-click on your name.
- (Mac) Control-click on your name.

Audio check – Before every lesson

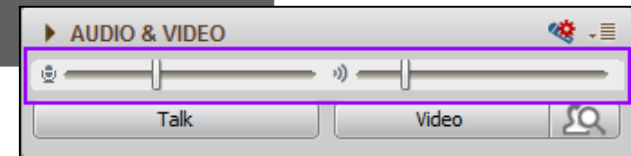
Check your audio

- Use the Audio Setup Wizard.



Check your sliders

- They should be at least halfway.



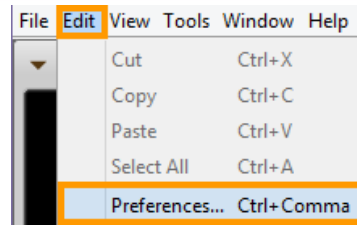
Check your systems sound

- It should not be too low or muted.



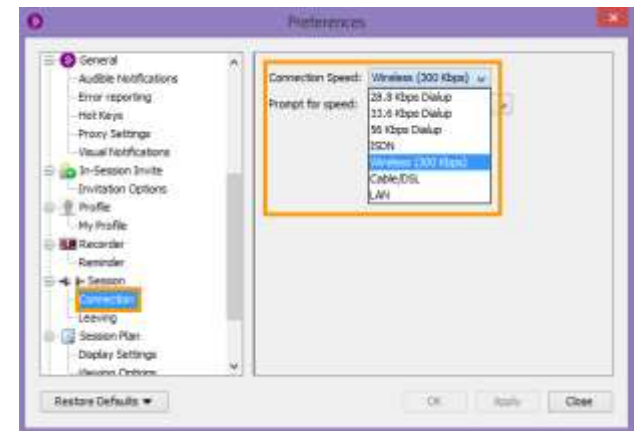
Slow down connection speed

1. Select **Edit**.
2. Select **Preferences**.

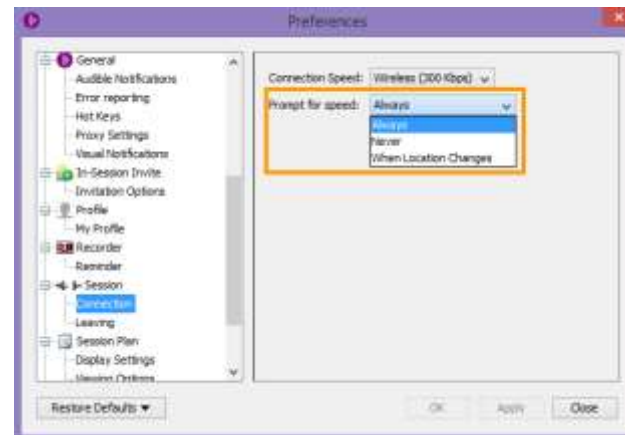


3. Scroll and Select **Connection**
4. Select **Connection Speed**

**Start at Wireless (300kbps) and move up for slower and down for faster.
**this is not how you are connected to the internet, it is the speed of your internet connection.*

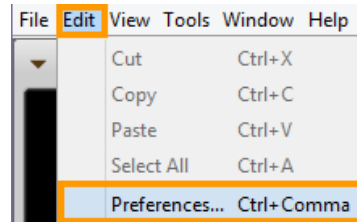


3. Select **Prompt for speed**
4. Select **Always**
5. Select **Apply**
6. Select **Close**.



Camera settings

1. Select **Edit**.
2. Select **Preferences**.



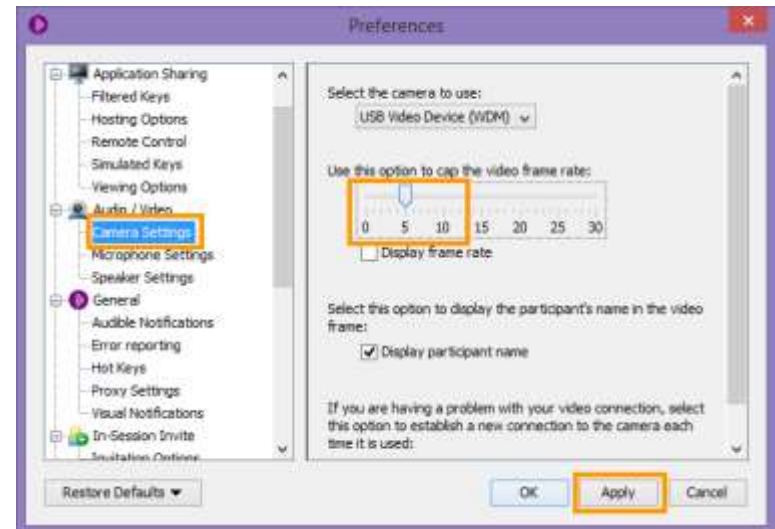
3. Select **Camera Settings**

4. Move frame rate to **5**

**Increasing the framerate will use more bandwidth.*

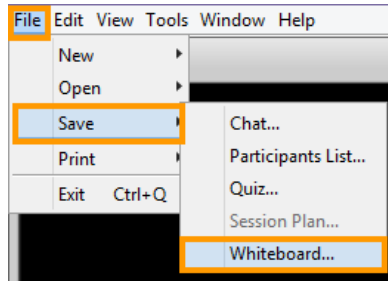
5. Select **Apply**

6. Select **Close**

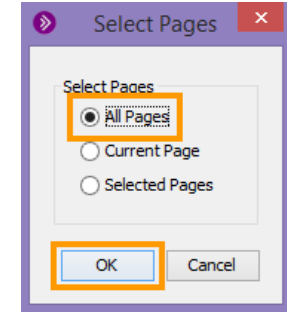


Save whiteboards as .pdf

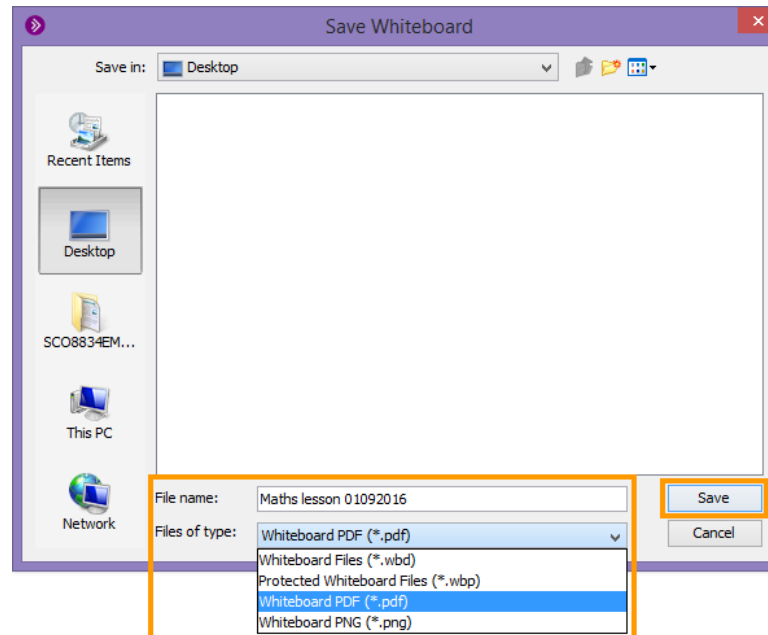
1. Select **File**.
2. Select **Save**.
3. Select **Whiteboard**



4. Select **All pages**.
5. Select **OK**.



6. Navigate to where you want to save the file
7. Select **Files of type: PDF**
8. Enter file name
9. Select **Save**.



Minimise Audio and Video Panel

Minimising the audio and video panel, it will lessen the bandwidth being used.

1. Place your mouse towards the outside of the Audio and Video panel until you see the double sided arrows.
2. Click and drag out to maximise or in to minimise.



Collapsing the audio and video panel, stops any videos from being transmitted to you.

1. Select 

