

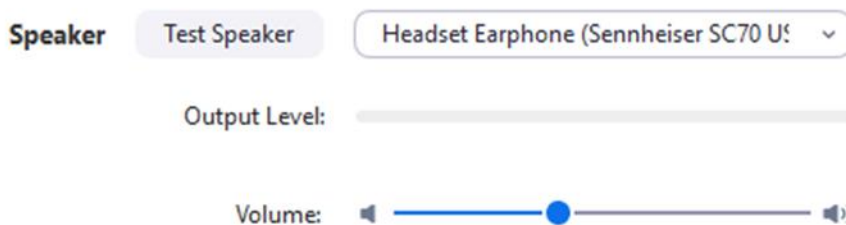
INSTRUCTIONS FOR TESTING ZOOM AUDIO SETTING

To ensure your audio is working at the start of the meeting, you can access your audio settings and test your audio when you are already in the meeting by:

1. In the meeting controls at the bottom, click the arrow next to **Mute/Unmute**.
2. Click Audio Options. This will open your audio settings.

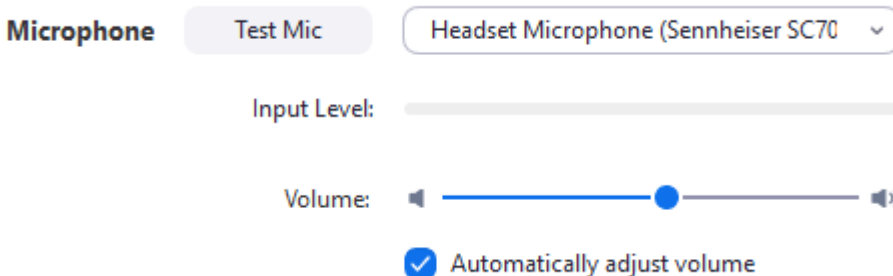
To test your Speakers:

1. Click Test Speaker to play a test tone. If you cannot hear it, select a different speaker from the menu or adjust the Volume.



Test your Microphone:

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



If the viewer gets video, but cannot get audio, the viewer can get the audio by phone, by dialing into the meeting under the conference call number: 1(646) 558-8656, 710 675 4155#