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CHECK AND TEST YOUR AUDIO-VISUAL SETTINGS



Use this guide to learn how to adjust and check your video, audio and display settings.

- In your profile settings
- Before joining the Virtual Hearing
- During the Virtual Hearing

Page

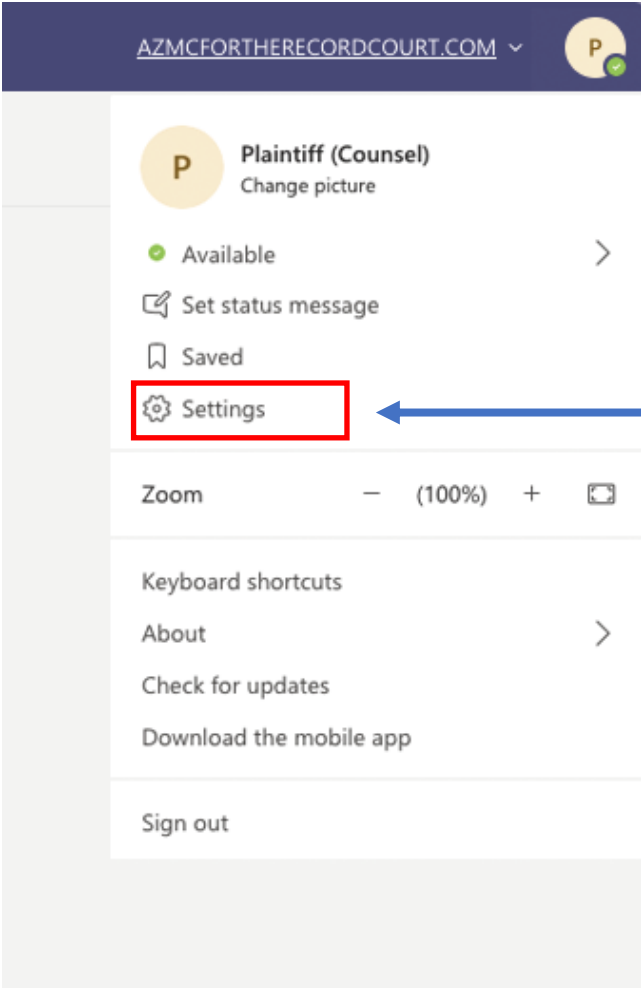
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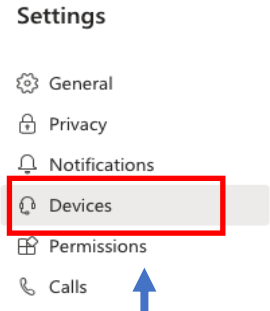
IN YOUR PROFILE SETTINGS

Click on your profile icon in the top right corner of the screen and then *Settings* in the menu option to see your *Device* settings.

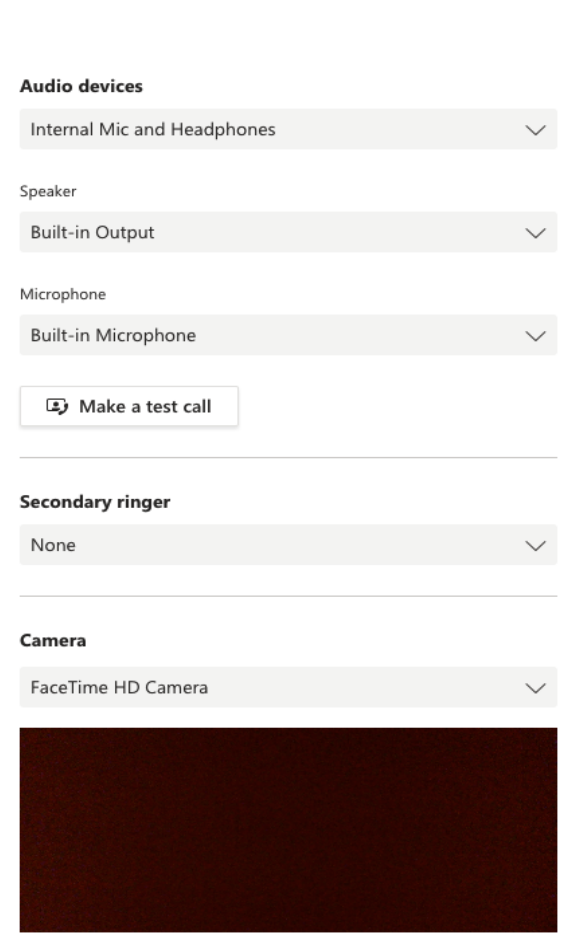


Your Profile settings
Click your profile icon to see setting options.

View Settings
Click Settings to open device settings window.



View Devices
In the Settings window, click **Devices** to view audio devices, adjust camera and make a test call.



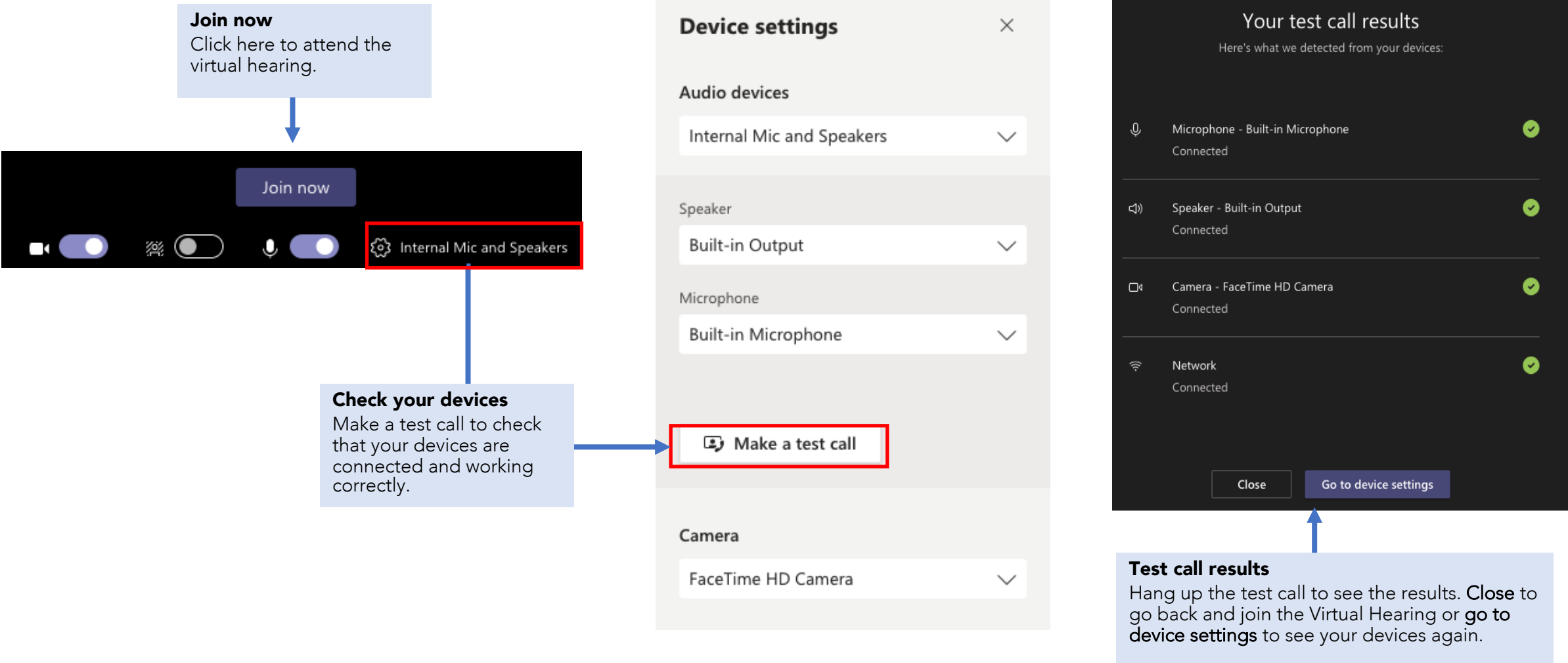
BEFORE JOINING THE VIRTUAL HEARING

Before entering the Virtual Hearing video conference, you can adjust and check your video, audio and display settings.

The screenshot shows the Microsoft Teams interface for a virtual hearing titled "Party KK vs Party BB". The main window prompts the user to "Choose your audio and video settings for" and features a "Join now" button. Below this button is a control bar with icons for video, mute, and audio devices. A red box highlights the video, mute, and audio device controls. To the right, a "Device settings" panel is open, showing "Audio devices" (Internal Mic and Speakers), "Speaker" (Built-in Output), "Microphone" (Built-in Microphone), and "Camera" (FaceTime HD Camera). A "Make a test call" button is also visible. Three callout boxes provide instructions: "Activate your camera" (Turn on your camera, so others can see you during the Virtual Hearing.), "Join the Virtual Hearing" (When you are ready, click Join now to enter the Virtual Hearing.), and "Activate your microphone" (Unmute your microphone when you need to speak, otherwise stay muted to avoid any disturbing sounds.). A fourth callout box on the right says "View device settings" (Check that your speakers, microphone and camera have been automatically detected.).

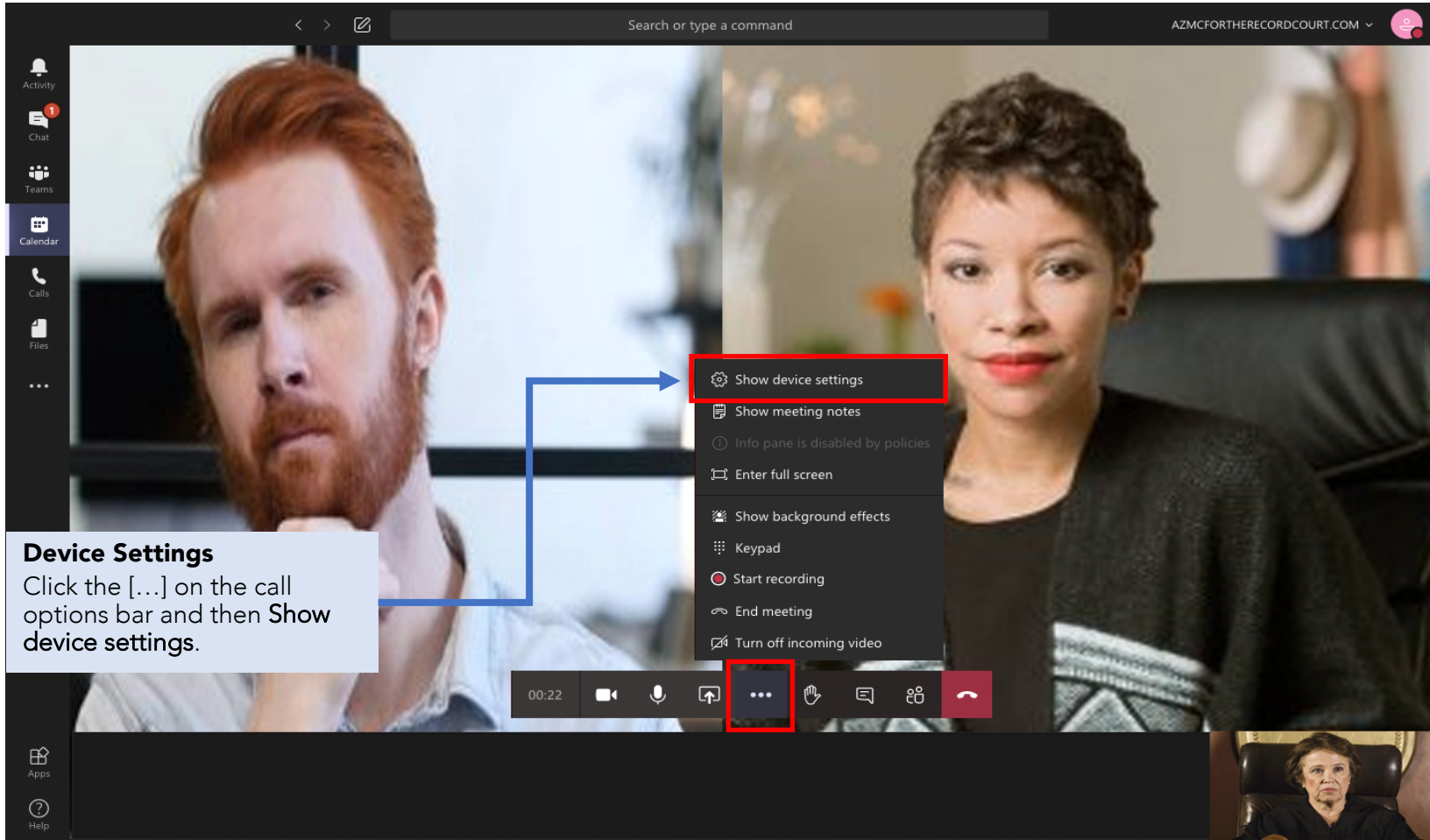
MAKE A TEST CALL

Go to *Device settings* and click **Make a test call** to check that your microphone, speakers, camera and internet are connected and working correctly. At the end of the test, click **Join now** to attend the hearing.



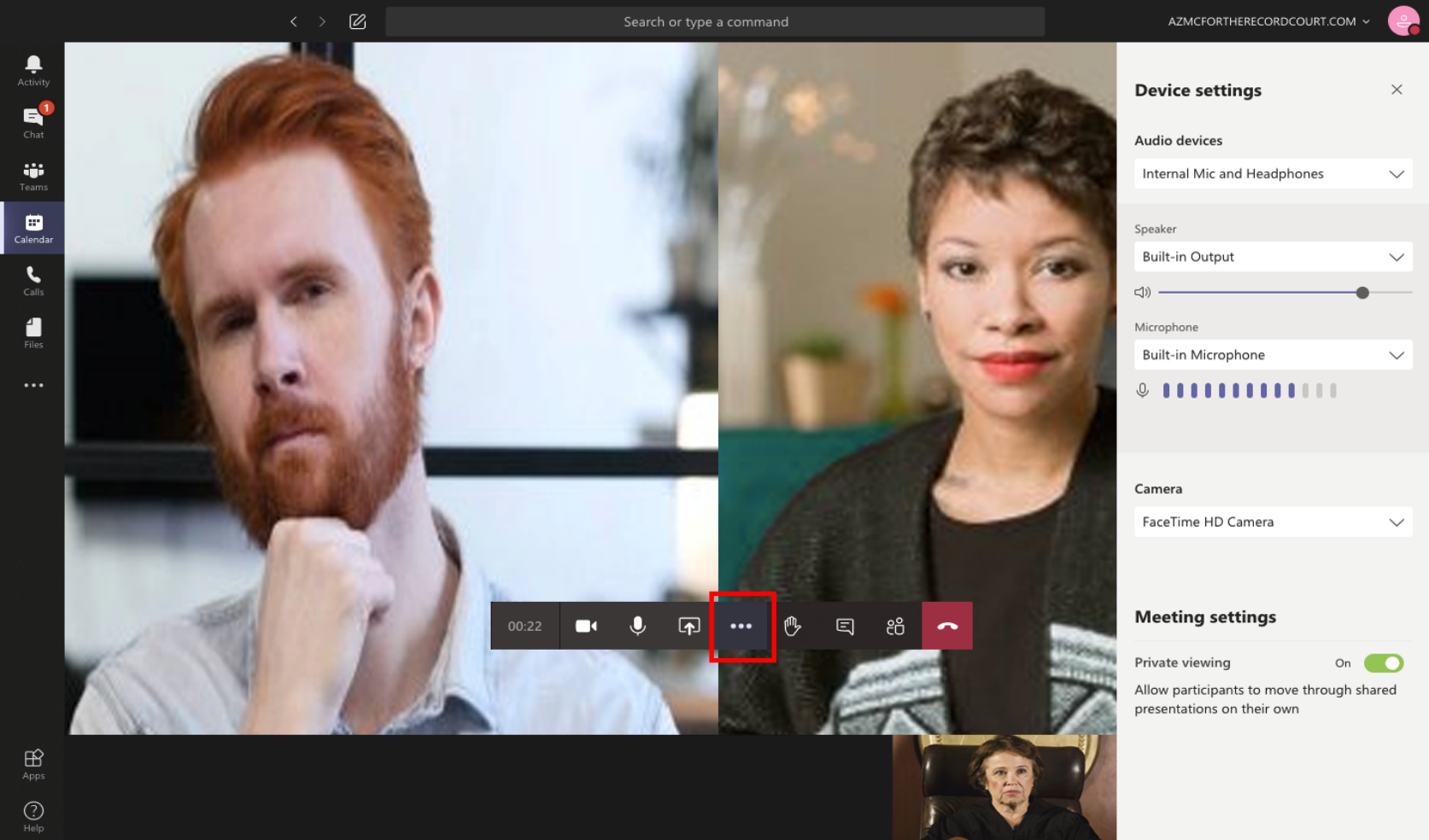
DURING THE VIRTUAL HEARING

If you find that your speaker, microphone and camera need adjusting during the Virtual Hearing, you can do this by going to device settings.



CONFIGURE DEVICE SETTINGS

During the Virtual Hearing, after you click on *show device settings*, you can view and configure your audio and display devices.



View Device Settings
Here you can see your audio devices, adjust your speaker volume, and check your microphone and camera.

THE END

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