To use the phone bridge with Adobe Connect, you need to first activate the UMD Conference Call Service. Please note that it can take up to 24 hours for activation to be completed, so please plan accordingly.

Activate UMD Conference Call Service

1. To activate the service, visit the Service Activation site (http://www.it.umd.edu/new/) and click on Existing Faculty/Staff/Student/Affiliate.

2. Log in with your University Directory ID and password.

3. Once you log in, you will see the services that are available to you. Activated services will say Activated while non-activate services will have a check box next to their name.

4. Check the box next to UMD Conference Call Service and click Submit.

5. After activating UMD Conference Call, a moderator code and a participant code are delivered via email within 24 hours to your University email address.

   • The moderator code should be kept private while the participant code is shared amongst the guests who will participate in your meeting.

   • Since UMD Conference Call is set up as an on-demand audio conferencing service, the moderator and participant codes can be used repeatedly without the need to schedule and generate new codes for each new call

Connect the Phone Bridge to your Meeting Room

NOTE: You must phone in as the moderator to allow other users to connect to the bridge. Otherwise music will continuously play in the background.

1. Log into Adobe Connect using your University Directory ID and password.

2. Click My Profile.

3. Click My Audio Profiles.

4. Click New Profile.

5. On the Enter Profile Information window, select the drop-down menu for Provider: choose UMD Conference Call Service.
• Create a **Profile Name**.
• Enter your **Participant Code**.

**Enter Profile Information**

- **Provider:** UMD Conference Call Service
- **Profile Name:** Conference Call
- **Participant Code:** your participant code

For more information, please visit [https://otal.umd.edu/adobeconnect](https://otal.umd.edu/adobeconnect)

6. Click **Save**.

7. To create your meeting click **Home**.

8. Click **Meeting**.

9. Enter all **Meeting information** into the requested fields.

- **Meeting Information**
  - **Name:** Adobe Connect Demo
  - **Custom URL:** https://webmeeting.umd.edu / acc
  - **Summary:** Type in a brief summary of what will be discussed.
  - **Start Time:** 27 September 2013 03:00 PM
  - **Duration:** 01:00 hours:minutes
  - **Select Template:** Shared Templates/Default Meeting Template
  - **Language:** English
  - **Access:**
    - Only registered users may enter the room (guest access is blocked)
    - Only registered users and accepted guests may enter the room
    - Anyone who has the URL for the meeting can enter the room

10. Click the drop-down arrow to select **Conference Call**.
12. Click Finish.

13. A screen will appear showing event details, including conference call information. Click Enter Meeting Room.

14. Click Audio.
15. The **Start Meeting Audio** window will open. Ensure all options are selected. Click **Start**.

![Start Meeting Audio](image)

16. A pop-up window will open that automatically connects you to the Audio Bridge.

![Connecting To Audio Bridge](image)

Instructions can also be found here:

https://www.itsc.umd.edu/MRcgi/MRTicketPage.pl?USER=&MRP=0&PROJECTID=1&MR=189102