

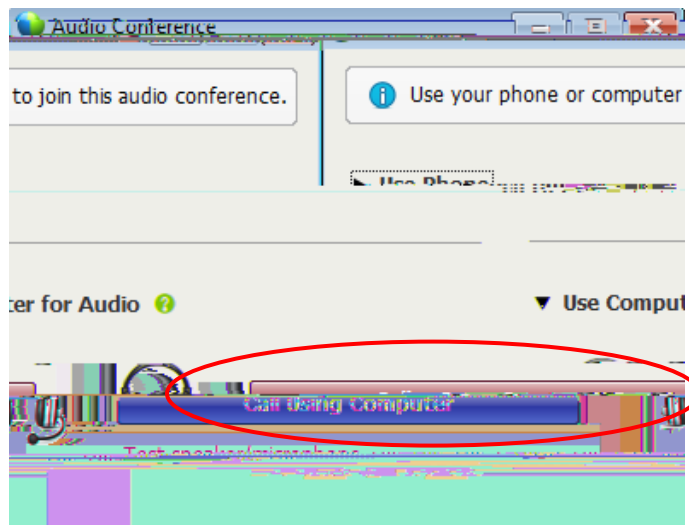


USING A VOIP HEADSET

- 1) Install and Test the VOIP headset **WITH MICROPHONE PRIOR to class start date***
 - a. The headset should connect to your computer through a USB port (wireless options are also available)
 - b. The headset should include a microphone for speaking during the session and not just listen only
 - c. Install the headset on your computer using instructions included with the headset



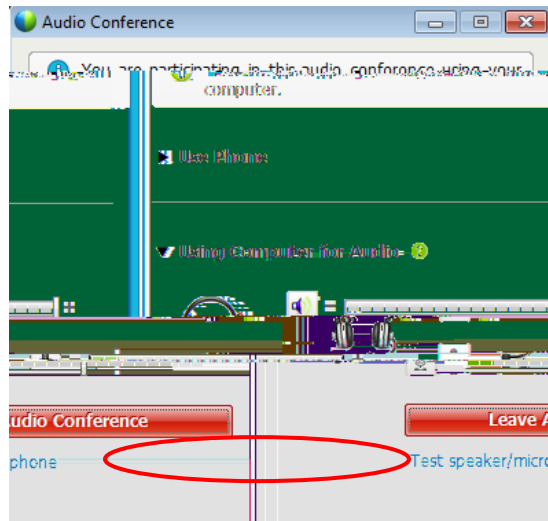
- 2) After installing, **test the headset on your computer with other applications**
- 3) Joining the training session on the day of class
 - a. Connect to the training session email invitation link
 - b. Choose the option to Click Call Using Computer button





USING A VOIP HEADSET

- c. Test the headset audio click Test speaker/microphone



- d. Click the Test button to hear the volume and adjust using the slider bar as needed. Choose the dropdown arrow if your device name is not currently listed.
- e. Speak into the microphone and note the display in the slider bar. Typically the Click OK when finished

