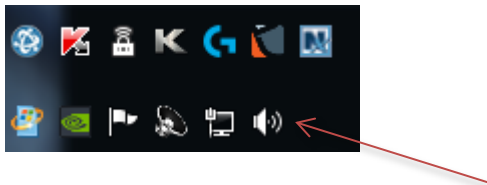
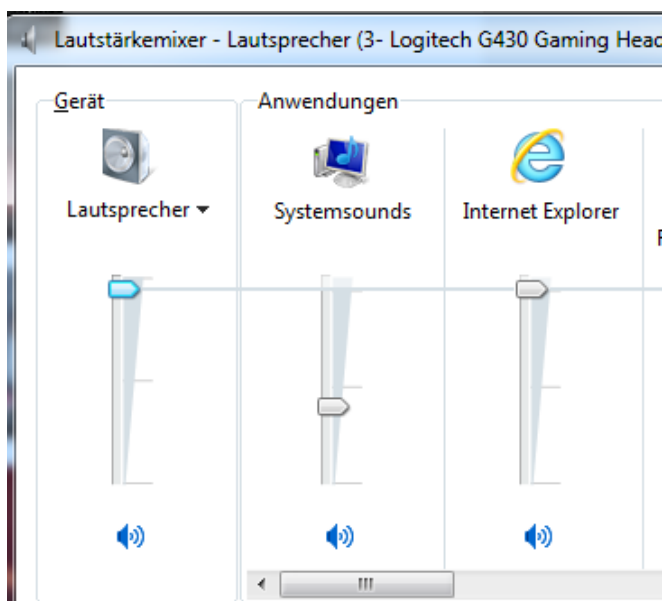


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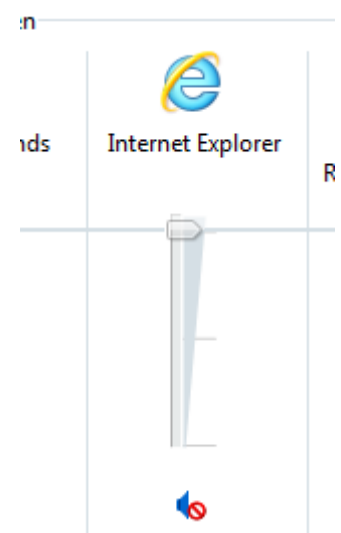
1. Right click on the speaker symbol and left click on "Open volume mixer".



2. The following window appears



Correct



Wrong

For any running application (with sound) you can adjust the volume controls separately. The control for the browser used (e.g. Internet Explorer) must be set "up".

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3. If you have already installed the WebEx Webinar software on your computer, you would have to set the volume yourself (slider up).



4. Please note the following points to ensure that everything has been considered:

- Headset / Speakers must be connected
- Speakers must be switched on
- Some speakers require external power - please check!
- Some headsets have a "control unit" on the cable, with microphone settings (please check volume)

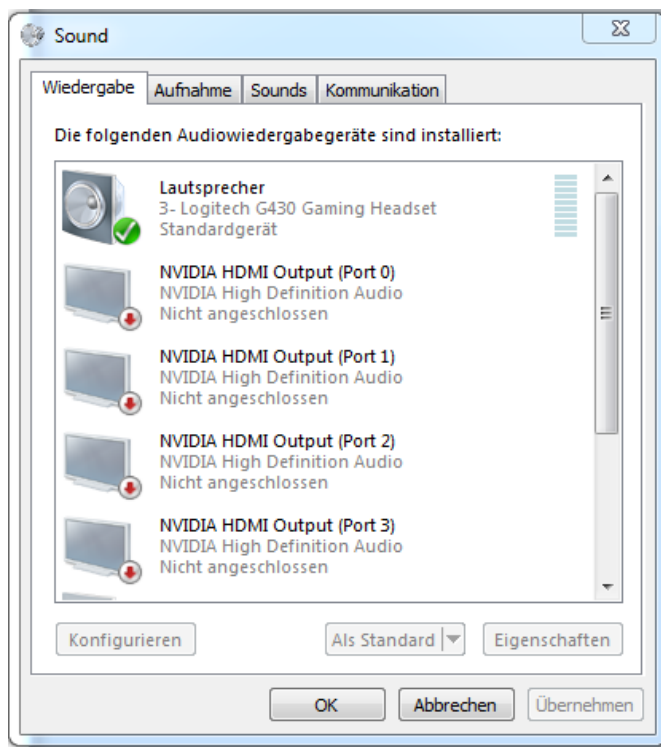
5. If the speaker symbol has an X in the red circle from the start, there may be several reasons for this:



- No speaker/headset is connected or the system does not recognize any. Right-click on the speaker icon and left-click on "Playback devices". The window appears (see below) and here you check whether the headset has a green checkmark, i.e. is active.
- A red arrow indicates that the speaker/headset is deactivated. In this case, please right-click on the corresponding entry and then left-click on "Activate" and if necessary right-click again on it and left-click on "Use as default device".

IMPORTANT: This activation must be done before the webinar! If this setting is made during the webinar, please close the "Webinar" window and reconnect.

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We hope you enjoy our webinar and that we can provide you with interesting and informative content.

Your FIPA E-Academy Team!