A teacher's workstation computer is protected by "Deep Freeze", a software that forces the computer to "forget" any changes that are made to it. That is why you need to perform the following steps to activate your microphone and install the Adobe Connect add-in every time the computer is started or restarted.

Microphone settings

Start menu.

This set of instructions pertains to the wireless microphone manufactured by Revolabs, but the instructions are generic to include any type of USB microphone (connected to the computer via a USB cable).

First, start the computer and plug in the USB microphone. The computer will inform you that the device is installing and that is ready to use; this might take a few moments.



Then, select "Sound" from the Control Panel.



The sound panel opens, and you will select the USB microphone as your default device.

In the graphic shown, the "Revolabs xTag" microphone is set as the default, since that designated the USB wireless mic that was plugged into the computer.

The microphone may also bear a generic name such as "USB audio device".

Bottom line is that you set it as the default microphone.

Next you double click on the microphone to open its properties panel.





In its properties panel,

- 1. choose "Levels" and
- 2. set the level to a comfortably loud level (e.g., 75-80). And
- 3. then click OK.

Click OK again to close the sound properties panel.

The default microphone and its level is now set.



Adobe Connect settings

Now, you are going to make sure your computer is good to go for Adobe Connect. Go to the Adobe Connect home page, <u>http://usfconnect8.stfrancis.edu</u>.

Enter your username and password.

- 1. Click "Resources".
- 2. Click "Open" under "Getting Started"

My Calendar 🦳 My Training 🍕 Training Cat	alog 🧾 My Meetings 🁩 Resources	
GETTING STARTED	ADOBE CONNECT CENTRAL HELF Open the online help for more information regarding all Adobe Connect features.	
The Getting Started page provides links to additional tools, the system connection test, and hints to assist you with common tasks. Tools you find here will help you create meetings, publish Presentations, setup users and groups, and find resources such as a feature tour and documentation		

Under "Create Meetings", run "Test your computer"



The computer test runs. When (or if) it shows that 1. Flash Player version Test the add-in needs to be installed, go ahead and do so. Your version of Flash Player is supported. 2. Adobe Connect Connection Test Connected. 3. Connection Speed Test Your connection is LAN speed. 4. Adobe Connect Add-in Test Add-in Not installed Approve the installation: Install Add-in Adobe Connect Add-in ? To use this application, you need the Adobe Connect Add-in. Would you like to install it now? Yes No

And wait for the installation to complete (it will not take long).

Now you can navigate to your Adobe Connect meeting. Notice that it opens in a new window.



The new window will be indicated on the computer's task bar with its own Adobe Connect icon, which is normal.



Next, you will adjust your Adobe Connect meeting for best audio quality by going first to the meeting menu, and choosing "Preferences".

And then in the Preferences panel that opens,

- 1. choose "Microphone".
- 2. Make sure "enhanced audio" is **unchecked**.
- 3. Make sure "Speex Cocec" is checked, and that
- 4. Audio Quality is "Good"

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5. And that you finish by clicking "Done"

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Preferences	
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Display Name	Use Enhanced Audio
Audio Conference	Acoustic Echo
Video	Cancellation Mode:
Microphone	Automatic Gain Control
Screen Share	Audio Quality: Fast
Attendees Pod	✓ Use Speex Codec in this meeting room
Chat Pod	
Q & A Pod	Audio Quality: Good T (4)
Whiteboard	
	Help Reset to Defaults
	5 Dope Cancel

Finally, activate your microphone by clicking the white icon on top so that it's green.

Click it again to mute the microphone (so that a green slash mark is shown across

it). Click it again to unmute it (no slash mark).





And to make sure the correct microphone is selected, click the down arrow next to the microphone icon, and note the choices. You will want to choose the USB microphone that was connected for this meeting. In this example, it's the "Microphone (Revolabs xTag)".

Mute My Microphone	
Disconnect My Microphone	It may say " USB audio device " if the exact name
Adjust Microphone Volume	is not available
Select Microphone	Headset Microphone (2- Microsoft LifeChat LX-3000)
	Microphone (Revolabs xTag)
	Desktop Microphone (5- Cinema - Microsoft LifeCam.)

Click the down arrow again next to the microphone icon to adjust the microphone level to its best quality setting for the room conditions.

Mute My Microphone Disconnect My Microphone	
Adjust Mizzophone Volume Select Microphone	
Adjust	t Mic Volume
Drag	g slider to adjust mic volume for this meeting.
	Mic 🚇 '' High
-	
	OK Cancel

Reminder: For a computer with Deep Freeze, you will have to do all of these steps every time you start or restart the computer.