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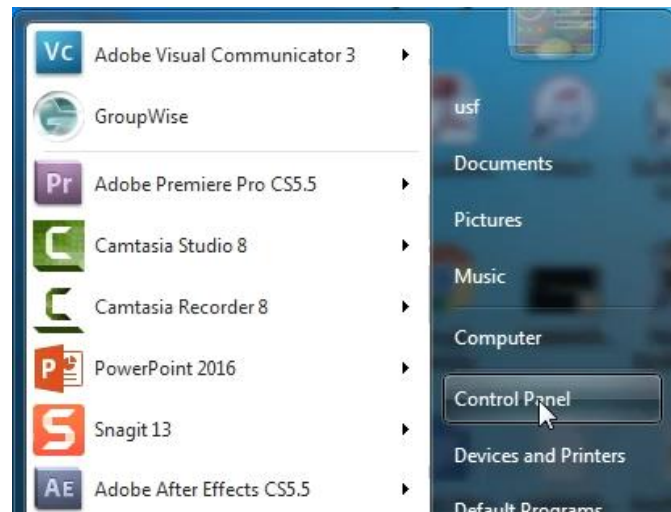
A teacher's workstation computer is protected by "Deep Freeze", a software that forces the computer to "forget" any changes that are made to it. That is why you need to perform the following steps to activate your microphone and install the Adobe Connect add-in every time the computer is started or restarted.
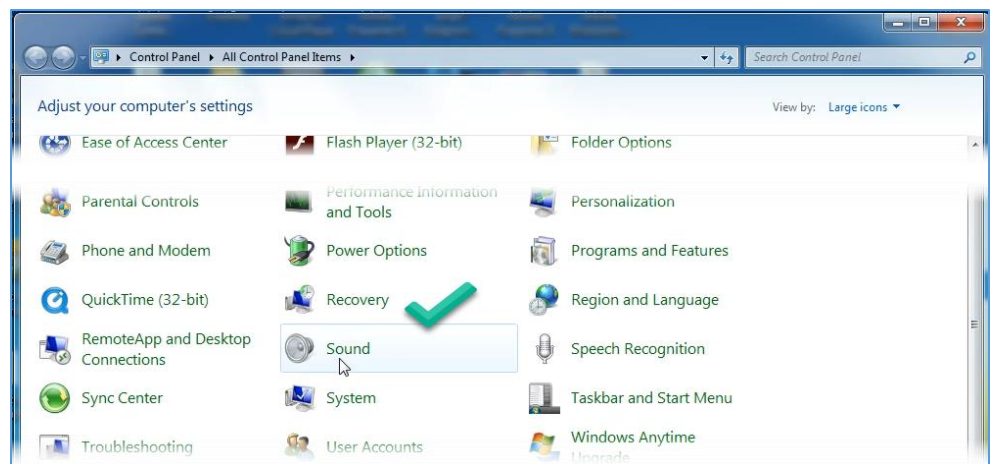
Microphone settings

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.

Next, you are going to set the computer to use the USB microphone: select Control Panel from the Start menu.

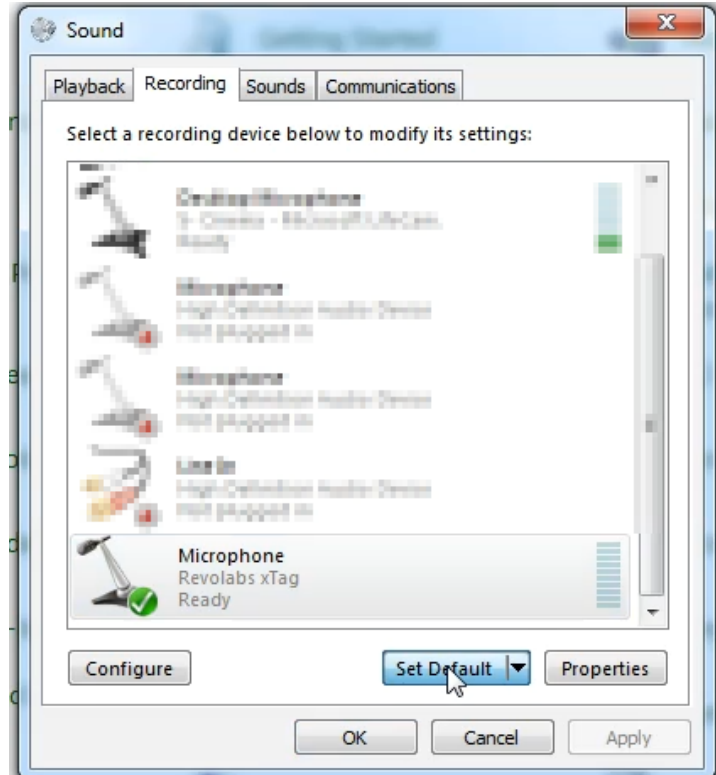Then, select "Sound" from the Control Panel.

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.
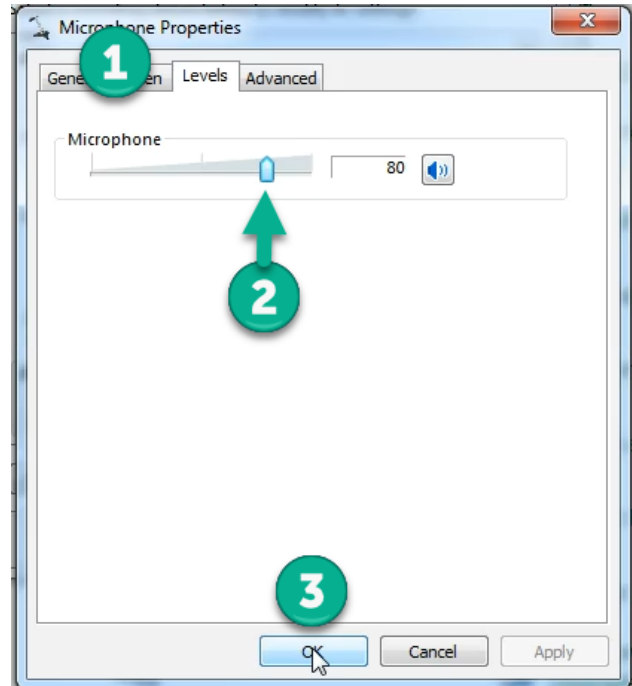
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In its properties panel,

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.

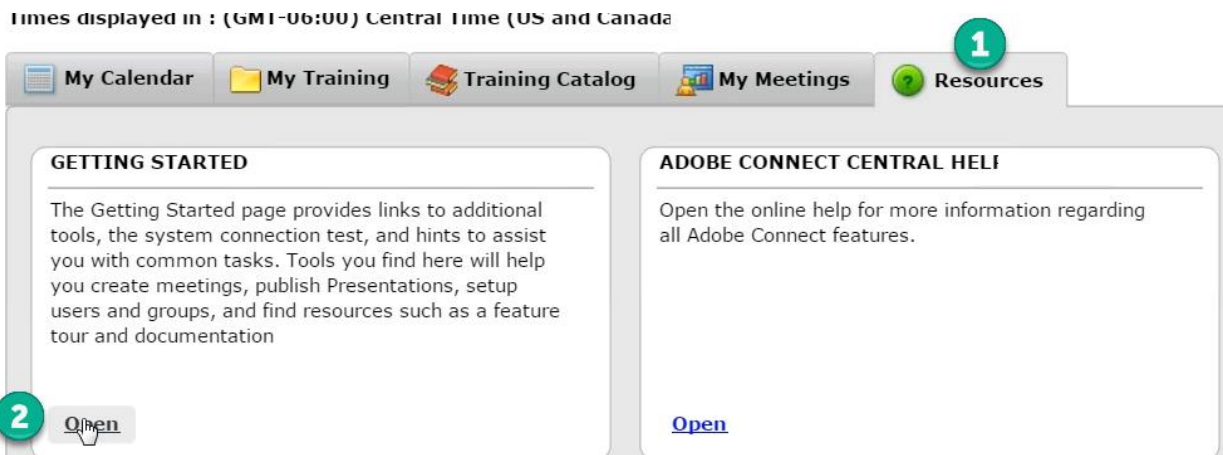The default microphone and its level is now set.

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, http://usfconnect8.stfrancis.edu.

Enter your username and password.

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

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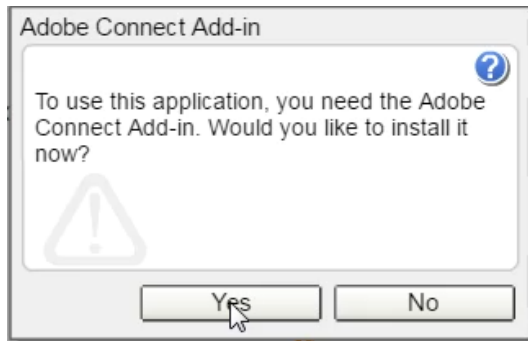Under "Create Meetings", run "Test your computer"

The computer test runs. When (or if) it shows that the add-in needs to be installed, go ahead and do so.

Approve the installation:

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.

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The new window will be indicated on the computer's task bar with its own Adobe Connect icon, which is normal.
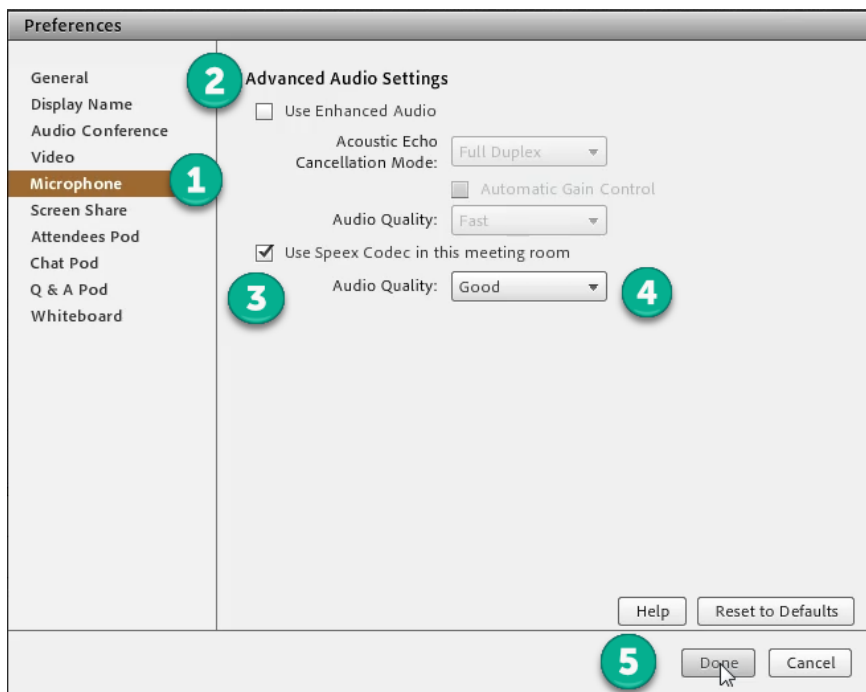
Next, you will adjust your Adobe Connect meeting for best audio quality by going first to the meeting menu, and choosing "Preferences".
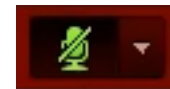
And then in the Preferences panel that opens,

1. choose "Microphone".
2. Make sure "enhanced audio" is **unchecked**.
3. Make sure "Speex Cocec" is checked, and that
4. Audio Quality is "Good"
5. And that you finish by clicking "Done"

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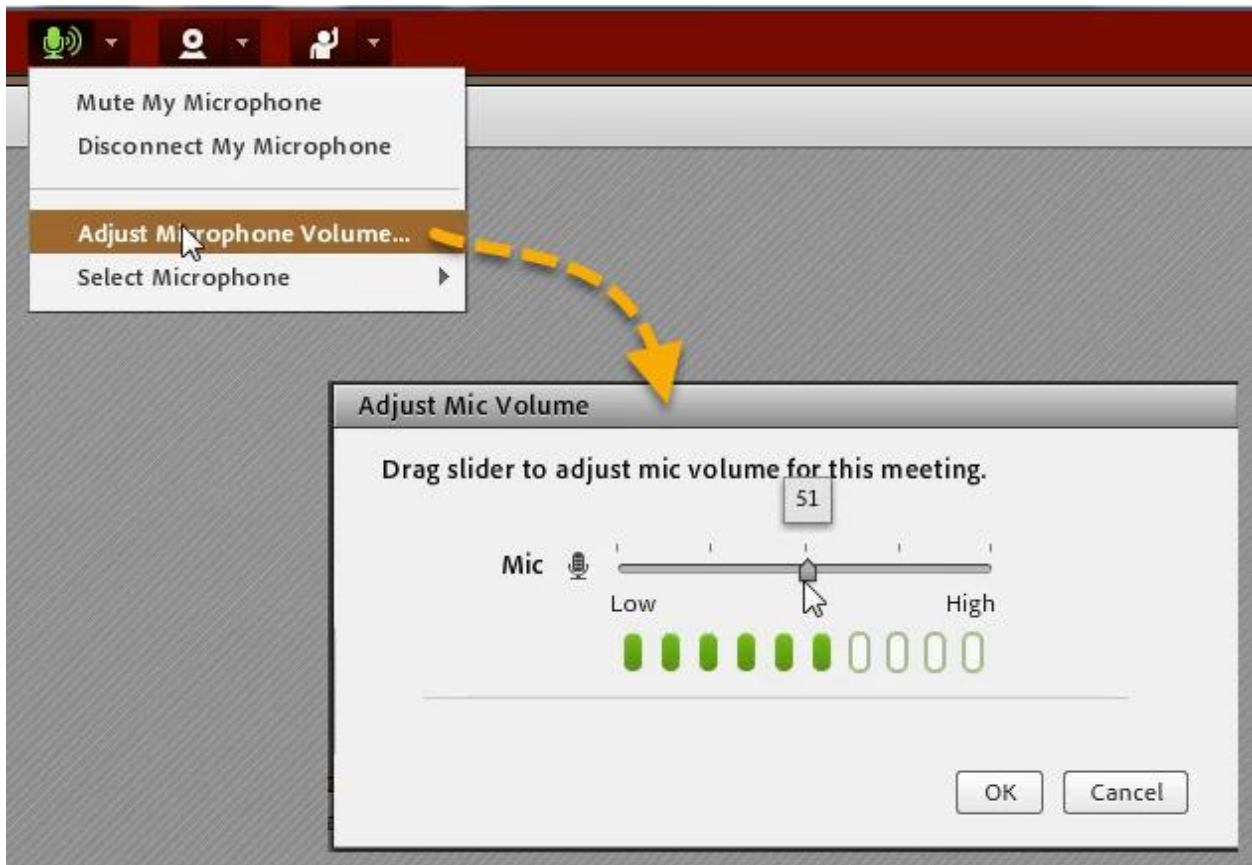
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And to make sure the correct microphone is selected, click the down arrow next to the microphone icon, and note the choices. You will want to choose the USB microphone that was connected for this meeting. In this example, it's the "Microphone (Revolabs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

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

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