

Breeze 5 Meeting for Student Participants

Requirements:

1. Hardware:

- a. PC Computers – Almost any computer purchased in the last 3-4 years should be capable of participating. If you can play movies and Flash games on the web, then your hardware is good.
- b. Macs – Any computer running OSX should be OK.
- c. Sound – If you're participating with sound, make sure your speakers and microphone (see below) work.

- i. Microphone - We recommend an over the ear boom microphone like the ones pictured below. Since the system highly compresses the audio, you don't need to purchase an expensive microphone. The sound quality is somewhere between AM and FM radio. A wired headset like the ones below will usually cost between \$5 and \$35.



- ii. Note that your PC will require a unit with two plugs (microphone and headset), not just one plug like a telephone. The pink plug is usually the microphone and the green is the speaker.
- iii. USB or wireless microphones can also be used, though they may require additional setup.
- iv. If you use a desktop microphone, be aware that turning away or leaning back from the microphone can greatly reduce the volume of your voice. (Boom microphones eliminate this problem.)

- d. Connection – A broadband connection will give the best performance. Dial-up is possible, but not recommended as audio, video, and photo quality will be greatly diminished.

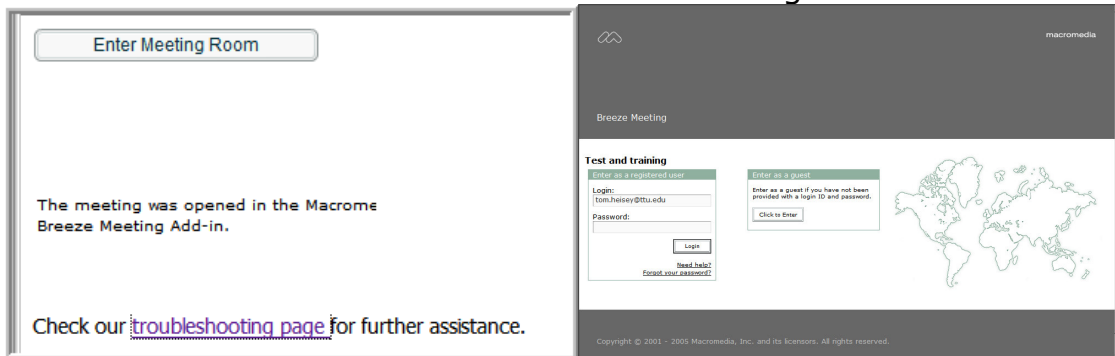
2. Software –

- a. Operating System: Breeze will work with Windows 2000, XP, and Vista. Mac OSX will work as a participant (viewer), but will not work for presenting or audio chat.

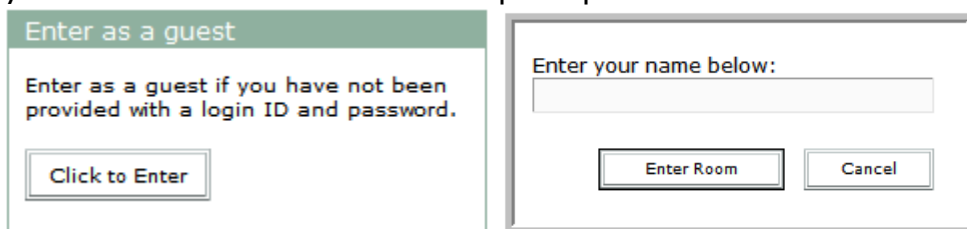
- b. Browser – Most recent versions of Internet Explorer, FireFox, Opera, Netscape, and Safari will work. IE 6 & up or FireFox 2 with the latest updates are recommended.
- c. Flash - Go to <http://www.adobe.com/go/getflashplayer> for the latest version. The system will test your version and remind you if you need an update.
- d. Sound –Make sure the drivers and sound system are working. If needed, apply updates.
- e. Security & Popup Blockers – For smoothest operation, disable popup blockers. If you run into problems, add the server (address is below) to your browser and firewall safe list. Antivirus software should not interfere.

Entering the Meeting

1. Your professor will supply the full URL to your meeting. Most meetings take the form of <http://spectra.tosm.ttu.edu/> plus the course number. For example, <http://spectra.tosm.ttu.edu/tltc1101/>.
2. When you enter the address, your browser will show the page on the right. The main interface for the meeting will quickly popup a new window that is the main interface for the meeting:



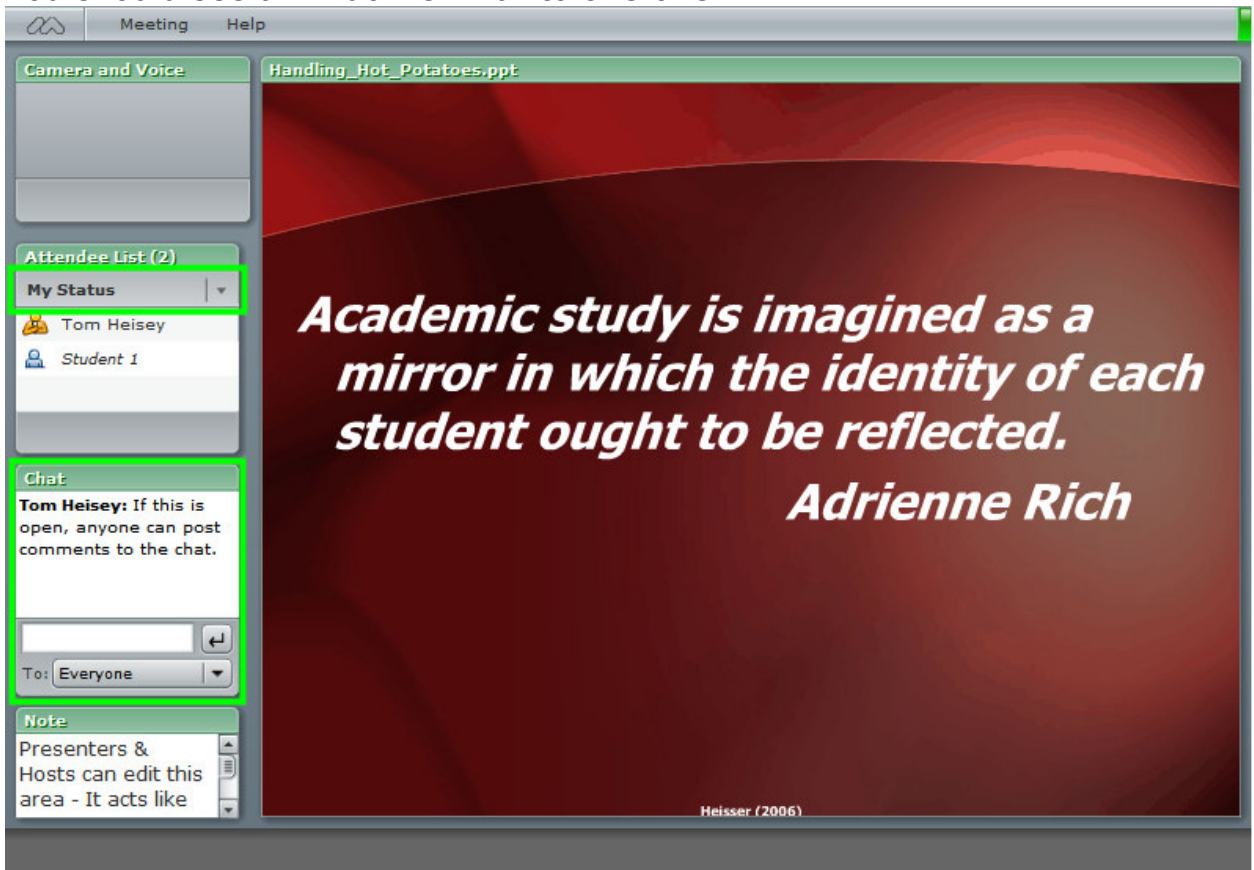
3. Click the “Click to Enter” button under “Enter as a guest”, then enter your first and last name when prompted:



4. If you see this screen, the meeting has not yet started:



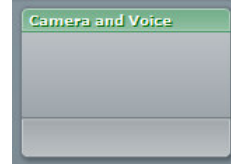
5. You should see a window similar to this one:





- As a participant, you have two main communication tools:
- My Status allows you to use icons to signal your status.
 - Chat allows you to chat with the group or individuals.

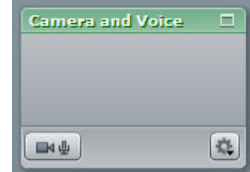
Audio/Video Chat


1. Once you sign into the meeting, the meeting host (professor) can promote you to presenter, which will enable your webcam and microphone.

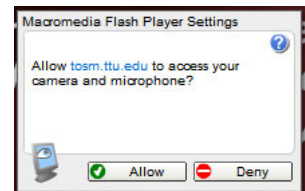
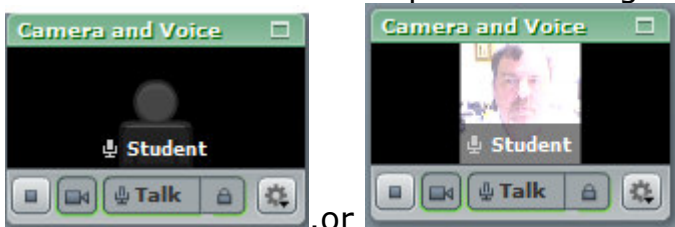







2. When you sign on, your icon  shows you are a participant and the "Camera and Voice" pod is blank as shown on the right.

3. After the professor promotes you to a presenter, your icon changes to  and the "Camera and Voice Pod will change as shown on right:



4. Press the  button to start your microphone and camera.
5. The Flash Player will pop-up a security warning. Click "Allow" to enable your camera & microphone
6. The "Camera and Voice" pod will change to

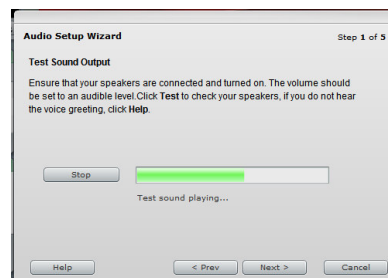


7. The buttons give you several functions:
 - a)  stops the camera and microphone
 - b)  Starts and stops the camera alone.
 - c)  Press and hold to talk.
 - d)  Hands-free microphone (Click to start/stop microphone)
 - e)  Camera and Voice options. (Normally not used)
8. You should run the **Audio Setup Wizard** if:
 - a) This is your first time using Breeze on this computer or
 - b) You've made changes to the microphone
 - c) You have changes in environmental noises.

9. Select the Meeting | Audio Setup Wizard Menu

10. A window will pop up with a welcome screen. Click next.

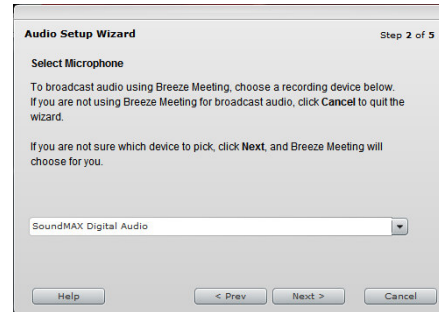
11. In the next window, click play to test your speakers or headset. This should



be at a comfortable conversational level. Once you have the sound output adjusted, click next.

12. Select your microphone. Most computers will show one entry, which is actually the main sound card. For example, many Dell computers will show a SoundMAX device.

- a) You will see additional entries for webcam or USB microphones.
- b) If you are not sure which one to select, pick one and click next. If it doesn't work, you can click back and try another entry.



13. The next window allows you to test your microphone setup.
 - a) Press the Record button and speak normally into the microphone, then click the Stop button.
 - b) Press the Play button and listen to your voice. The volume level should match the sample you played in step 11. If not, adjust the microphone volume.
14. The next window sets the silence level, which the system uses to tune out environmental noises like fans, air conditioners, and traffic. Press the Test Silence button and wait quietly (about 10 seconds) for the system to do the test.
15. Click Next, then Finish.

Troubleshooting Audio

1. Remember to check that your microphone is enabled in your volume control window. (The Control Panel sounds section.)
2. Check the microphone's cord for a mute or volume button.
3. Wireless microphones – check that:
 - a. It's charged.
 - b. Mute is not on.
 - c. Volume is turned up.
 - d. A Bluetooth connection is made. (If needed)
4. Use the Sound Recorder accessory, your favorite IM client, or specialized sound software to test the microphone and speakers.