

## Instructions for hybrid meeting at Library Gordon Room

### Items to bring:

1. Computer - make sure it is fully charged or bring the power cord
2. A 6 foot long HDMI cord - Bring HDMI cord (The library also has one typically on a shelf in the back of the room)
3. An adapter from HDMI to your computer. My MacAir requires a USB-C connection.
4. Bluetooth speaker - fully charged
5. An iPhone - make sure it is fully charged or bring the power cord

### Set Up

1. Turn on projector with remote control (or use button on projector - button is on the bottom towards the back of the unit) (see Jennifer McGeorge)
2. Plug HDMI cord into the projector (HDMI1)
3. Plug USB-C adaptor into HDMI cable.
4. Plug the HDMI to USB-C adapter into the computer. The screen should appear on the wall.
  - A. If only background is displaying see note below.)
5. Turn on the bluetooth speaker and connect it via Bluetooth as you would with any other device using the Setting Icon and then Bluetooth. Select the speaker (in this case SL RUGGED SPKR) from My Devices

### Zoom Setup

We will use a Host computer and an iPhone as a second camera. We will use the iPhone as a camera to show the audience.

1. Initiate the Zoom meeting.
  - A. Check that display from projector is unchanged. If only background, see note below)
2. Turn off waiting room feature
  - A. select "Security" at menu at the bottom of the screen
  - B. uncheck "enable waiting room"
3. Connect the iPhone to be used as a second camera to the meeting.
  - A. The iPhone will join the meeting in the usual manner by using the same email invitation
  - B. Select "Join" the meeting
  - C. When it prompts "To hear others please join audio", select "No Audio" (this will prevent feedback)
  - D. Make sure camera is pointing outward. If not, press the camera icon on top left.
4. Position the iPhone where the audience can be viewed - I placed it on next to the speaker.)
5. The Zoom should now display 2 windows: Speaker and the iPhone
6. Rename the iPhone window to "Meeting Room Camera" by clicking on the iPhone window and the blue square in upper right hand corner and selecting "rename"
7. To use the bluetooth speaker for the Zoom
  - A. select the arrow next to "Mute" at menu at bottom of screen
  - B. under the "select a speaker", select the bluetooth speaker
8. Test the speaker to see if there is feedback or a lag between when the sound comes out. If there is:
  1. Check if other computers in the room are on the Zoom. If yes, ask them to select the arrow next to the microphone and select "Leave Computer Audio"

2. If no other computers then you should deselect the bluetooth speaker and rely on the computer speaker. Do this by selecting the arrow next to "Mute" and select the computer speaker.
9. It seems like a lot of steps but really is pretty straightforward. Once set up, people will join the Zoom as they normally do and the meeting can be conducted as usual.
10. Sharing screen. Select Share Screen from the Zoom tool bar.
  - A. Check that display from projector is unchanged. If only background, see note below)

NOTE: There was an instance where display was changed to multi screen such that only the background was displayed by the projector. It appeared to be caused by connecting to Zoom but I am not sure why. However, if this occurs go to System Settings and select Displays. If you see 2 screens, you must select the built in and select mirror from the + drop down to the right.