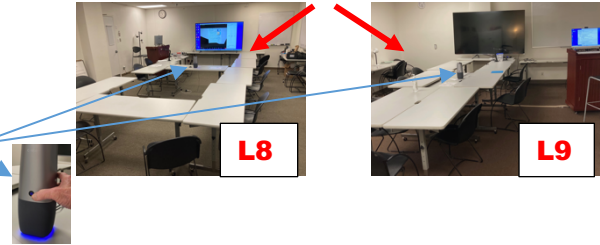# TIP SHEET for Omnilore-LIR   Hybrid  Zoom  Procedure

1. **ROOM SETUP**:  Open classroom. Tables should be in "Conference Table" configuration.

2. **PREPARE LECTERN COMPUTER**:
   If Necessary: Turn on, Log in as "Omnilorean".

3. **TURN ON TV and Coolpo:**  CoolPo is the camera/
   microphone/speaker device at middle of Conf. Table.
   Use TV remote on lectern.

4. **If Computerized Presentation(s) are to be made in Classroom, OPEN PRESENTATION FILE(S)**
   **BEFORE CLASS STARTS:**  Load file(s) on lectern computer.  Open file(s) before meeting starts *(so it's quick to Share-Screen when the time comes.)*

5. **START ZOOM MEETING** *(optionally, as Host):*
   a.  **Click on "Summer 2022 Zoom Links(May-Aug.)** file on computer's desktop (should be at lower left).
   b. This file should open in a web browser.  All 17 Summer SDGs are listed alphabetically by 3-character ID.  **Scroll down to your SDG** and **copy the "Host Key."**
   c. Then **click your SDG's highlighted Zoom link**.  This will start your Zoom meeting as usual.
   d. If you want Lectern computer to be the Zoom meeting **Host,** Click **"Participants"** at bottom of Zoom window.  Click **"Claim Host"** at lower right of the now-opened Participants panel, and **enter/paste the Host Key** you copied and then click "**Claim Host**" in dialog box which appears.
   e. The lectern computer is now signed in as your meeting's Host.
   f. Be sure both "Video" and "Audio" (i.e., "Mute/Unmute"), are **ON** in Zoom window.  Begin the class meeting with **Coolpo's** microphone & the **TV's** speaker *(named "Hisense" in L9)* selected under AUDIO and **Coolpo's** camera selected under VIDEO.
   g. Ask weak-voiced members to sit closest to Coolpo.
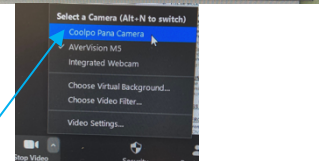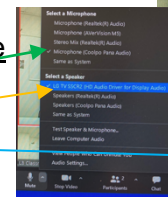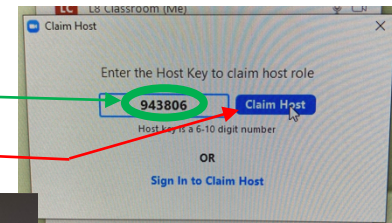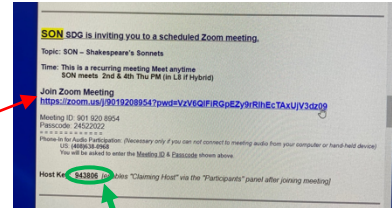
6. **TEST AUDIO-VOLUME CONTROL:**  Test the Coolpo microphone volume by having various members in the classroom talk and inquire if they being heard well enough by remote attendees (i.e., testing Coolpo's microphone);.  Then, vice versa with remote participants speaking (testing TV's  speaker).  Volume of the selected microphone and speaker can be adjusted via clicking "Audio Settings…" from Audio carat pop-up.

7. **DURING SDG CLASS SESSION:**  Recommend "Speaker" "**View**" for all Zoom attendees *(but Gallery view works better for some discussions).*  Techie may go sit at a table (except for in-classroom presentations).

8. **PRESENTATIONS FROM LECTERN COMPUTER, PERSONAL DEVICE, OR DESKTOP PRESENTER:**
   a. **For presenting from Lectern computer, presenter may sit at lectern or at the Conf. Table** (using slide advancer).  Change Video setting from Coolpo to **"integrated webcam"** for the Screen Share.
   b. Or, if presenting from personal **laptop or tablet**, connect via **HDMI2** cable at presenter table (adaptors available) amd us TV remote to change "source" to HDMI2, join Zoom meeting from your laptop or tablet as usual *(but turn off Audio, thus using Coolpo's microphone and TV's speakers),* and Share Screen.  When done, return TV "source" to HDMI1.
   c. Or, if presenting via **DESKTOP PRESENTER** (Document Camera):  Select "**AVerVision M5**" for video in lectern computer's Video pop-up selections.  When done, return Zoom video selection to **Coolpo**.

9. **AFTER ADJOURNMENT:  "End [Zoom] Meeting for Everyone"** on lectern computer.  **Turn OFF TV & Coolpo.**  Place TV remote behind keyboard, under computer.  **Leave ON lectern computer & power strip.**    **Sterilize tables.**

**GENERAL TROUBLE-SHOOTING TIP:  If computer or WiFi or Zoom fail at any time, reboot computer and reconnect.**