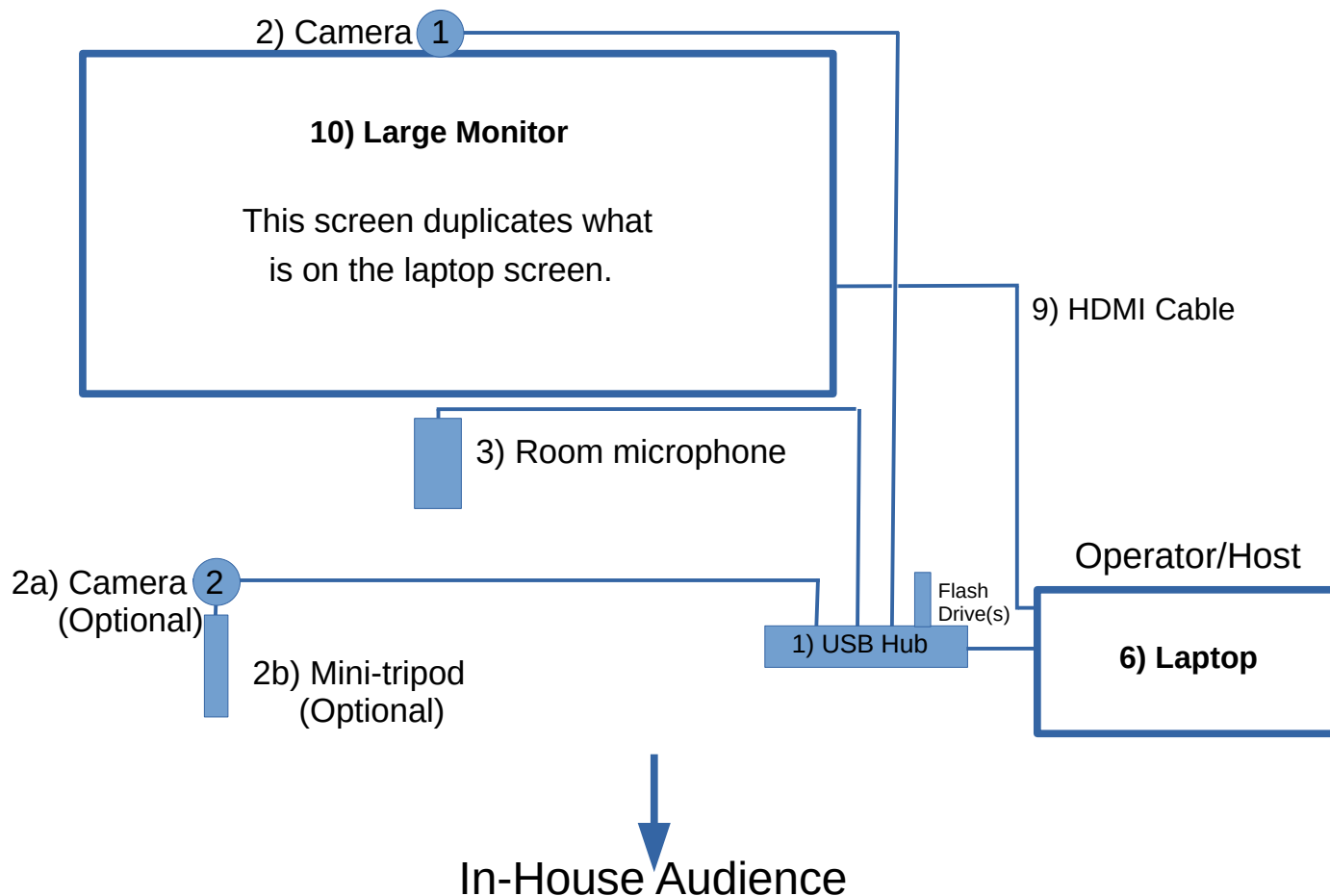


# Hybrid Zoom (HZ) Meeting Diagram



## HZ Equipment Set\*

These items are stored in the Hybrid Zoom Equipment Set box.

- 1) 7-port powered USB Hub
- 2) "Camera 1" web camera (USB) set on top of TV centered & pointing at room.
  - 2a) "Camera 2" (optional as needed)
  - 2b) Mini-tripod to mount "Camera 2"
- 3) Room microphone on platform just under TV
- 4) 3 (three) 10-ft USB extender cables available for the cameras and the microphone so the laptop doesn't have to be jammed up against the TV. (Not shown on diagram.)
- 5) 18" USB extender cable is also available to move the USB hub away from the laptop. (Also not shown.)

## Additional\*

- 6) Laptop (GVCC or personal)
- 7) Power strip/surge protector (not shown)
- 8) Carpet strip to cover cables to TV, Room microphone, and HDMI cables (not shown)
- 9) HDMI cable (laptop to TV) if not using one of the mounted TVs in the Camera Club
- 10) Large TV monitor elsewhere if not using one of the mounted TVs in the Camera Club

## Optional

- 11) Operator may desire to mount a personal tablet or phone facing him/her as an additional channel to add their personal image to the Gallery view of Zoom Meeting participants (**disable audio!**)

\*Located in GVRCC supply room

## How to do a Hybrid Zoom (HZ) Meeting

Learn how to run a Zoom meeting first by watching the “how-to” instructional videos available on Zoom.com. All the material below assumes you have already done so.

### 1. Setup and start-up

- Connect the Hybrid Zoom (HZ) equipment as shown in the diagram
- Connect as needed to your power strip
- Turn on the power strip
- Turn on the laptop, connect to wi-fi, and start your Zoom session
- Turn on the large screen TV.
- Helpful hint: Position the Operator/Host laptop slightly in front of the microphone.
- Helpful hint: Use the carpet strip(s) to cover the cables from the Operator/Host laptop to the TV to eliminate any possible trip hazard.

### 2. Select and test audio/video when your Zoom Meeting window appears

- On the Audio Tab
  - Select the room microphone (“5\_USB audio CODEQ”)
  - Select the proper speaker. In the Ansel Adams room, for the wall-mounted TV, use “Samsung (Intel/® Display Audio)”.
  - Test speaker and microphone for function.
  - If prompted, select “Join” to computer audio.
  - Click to “unmute” your audio if necessary.
- On the Video Tab, you will see video source options.
  - Select the “HD Pro Webcam” that shows the audience view.
  - If you have set up a second camera, select that camera when you need it to have primary focus (e.g., aimed at a lecturer, host, equipment demo, etc.).
  - Click to “Start Video”.

### 3. Security Tab

- Uncheck the “Enable Waiting Room” if you desire participants to enter your Zoom session without waiting.

### 4. To show videos

- In-house audience
  - Provide their videos on a thumb drive (use the USB hub for these thumb drives).
  - The Operator/Host needs to “Share Screen” for the remote participants to see the video playing.
- Remote participants
  - The Operator/Host needs to ensure “Share Screen” is checked in the Security Tab.
  - The remote participant then plays their video using Share Screen on their home PC.

### 5. If you are the primary Host/instructor for the HZ session, and you want to show yourself to the remote participants in addition to showing the in-house “audience view”, you will need a third independent camera (i.e., personal tablet or cell phone).

- Set up the device so that its camera is facing you.
- Join the zoom meeting on that device **without audio** (!) (or you’ll get horrible feedback).
- Ignore it for the duration. If you want to specifically address the remote participants, then look directly at that device’s camera.