

Room Setup Instructions:

1. Move the TV to the front of the room.
2. Put the club laptop on a table off to the side near the TV.
3. Make sure the laptop is connected to the Zion Guest WiFi.
4. Our speakers, microphone, HDMI cable, and extension cord are stored in the plastic bin under the TV.
5. Use extension cord with multi-plug to power the laptop and speakers, and if necessary, the presenter's laptop.
6. Hook up the long HDMI cable from laptop to rear of TV taking care to minimize the tripping hazard.
7. Turn on the TV and make sure the correct HDMI input is selected.
8. Plug the USB microphone to the club laptop.
9. In the Zoom audio preferences select the TV speakers and the USB microphone.
10. Start the zoom meeting from the AACC computer.
11. Mute everyone and/or remind people to mute themselves. You can also use the TV remote to mute the Zoom attendees.

To use club computer for the presentation:

1. It works well for the presenter to bring a PDF file of the presentation on a usb drive. Copy it from the USB drive onto the desktop to free up the USB port for the mouse.
2. Open the PDF file in Acrobat by double-clicking on the file.
3. From Zoom, share the desktop.
4. In Acrobat, choose View->Full Screen Mode. (View is in a menu in the menu bar at the very top).
5. In Zoom, minimize the gallery/speaker view pane on the right side of the window and move it to the top right corner.

If there's a presenter using their own computer:

1. Send them an email with the link to the meeting.
2. Have the presenter connect to the Zion Guest WiFi.
3. Have the presenter join the meeting from the link in the email.
4. On the AACC computer, from the participants list, select the presenter, and make them the host.
5. Have the presenter share their desktop from Zoom.
6. **The presenter's computer must be muted** and have its volume turned all the way down to avoid echoes.