

AV Setup for Company Meetings

Items Needed

- Item / Location
 - Black IT cart with power outlets / Server closet
 - White table / Town Hall area
 - Meeting Audio Computer / Drawer in IT area
 - Items for this: charger, HDMI cable, USB-C hub, dummy 3.5mm jack, headphones, clicker
 - Jabra Pancast camera and speaker bar / table in the town hall area || **Alternatively McKay has a way better camera that he sometimes brings**
 - Maono Mixer / White cabinets in IT room
 - Geardon handheld mics (optional) / White cabinets in IT room
 - Lapel mics / Media room

Checklist

- Setup the cart and table in the back of the auditorium. Plug in the cart to the electrical outlet on the floor.
- Plug in the computer and Jabra to the outlets in the cart. Place them on the white table.
- Setup the Mixer on the white table and plug it in to the computer.
 - Turn on the mixer by pressing and holding the power button
- Get the lapel mics out of the boxes. Put new batteries in them if they are low. Turn them on then plug in the XLR cable to the mixer and to the mic receivers.
- Computer setup
 - Login to the computer as your user (do this beforehand if you have not already so that your user account is already created on the computer).
 - **Login to the auditorium Wifi and make sure that the option to auto-connect is ON (make sure all other networks have this option turned off)**
 - SSID: **Auditorium Guest Wifi**
 - Password: **GuestAccess2021**
 - ***NOTE* Being connected to non-auditorium Wifi is the cause of 95% of broadcasting issues. Do not neglect to connect to auditorium Wifi***
 - You may want to sign into calendar.google.com to make it easy to open your calendar event
 - Join the Zoom meeting (or start a new one for testing)
- Zoom Setup (on computer)
 - Camera - Set this to the Jabra or McKay's camera

- Speaker - If you need to hear people on the other end, set this to the Jabra. If you don't want to hear people on the other end, set this to the computer and plug in the dummy 3.5mm plug.
 - Audio control (Maono mixer)
 - Set the volume sliders to about 80% - Move it to 0% to mute the speaker (or press the mute button)
 - Set the Main mix out to 12:00 - 4:00
 - Video Control (on computer)
 - Prop up the Jabra on boxes or something so you have a good view.
 - Open the Jabra software and turn off auto tracking and zoom to the stage
 - Zoom meeting monitoring (on separate computer)
 - **Record the Zoom meeting if you have not started already**
 - Connect to the Zoom meeting on your personal computer and wear headphones so you can listen to the audio and make sure it sounds good. Make sure that you are muted and your camera is off.
 - Speaker/Presenter help
 - Make sure that the speaker is aware that you will edit volume levels and that they do not need to mute themselves.
 - Instruct the speaker how and where to wear the lapel mic if they don't already know.
 - Make sure the speaker knows how to operate their computer and plug in their computer to the projector. You may have to supply a USB-C hub.
 - Give the speaker a clicker if they need one.
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