Power Outlet at the Front Right Corner of the Room
1. Plug in the **green power cord** for the drop-down screen.
    - Note: After the meeting, retract the screen and unplug this **green cord** (see Shutdown Procedure on Page 3)

2. Confirm that the 5v. USB battery charging module for the ceiling speaker is plugged in and remains plugged in after the meeting.
    - This charging module is marked with a white label attached to the cord.

Power Outlet at the Front Left Corner of the Room
1. Plug in the six-foot extension cord that has multiple outlets.
2. Into that extension cord, plug in the power cords (and connect) the following:
    1. Projector
    2. Hisonic Speaker---and turn the power rocker switch **ON**
    3. Lenovo Laptop Computer
    4. 4-Microphone Mixer---and turn the power rocker switch to **ON**
    5. ZeeGoo Videocam Power Supply Module

Ceiling Speaker Audio Cable/Wire Dropdown at Front Left Corner of Room
1. Plug the 3.5mm audio plug into the Hisonic jack labeled, ʹAUX OUTʹ.
    - Note: *This is Optional and not often used*

Mixer with 4 Wireless Microphones
1. Plug a 6.5mm cable from the 4-microphone mixer output into the Hisonic speaker 6.5mm '**6.5 MIC**ʹ audio-in jack. Note: This cable is also known as a ¼" audio cable.

ZeeGoo Videocam at the Left Side of the Projection Screen
1. The tripod stand should be made more stable by placing the blue ankle weight over the top of the stand and resting it on the tripod legs before placing the videocam on top.
2. Screw the tripod stand into the base of the ZeeGoo Videocam. This must be done carefully and you must ensure that it is screwed in all the way.
3. Use the **remote control** for the ZeeGoo Videocam to aim the camera into the room and to follow the activity and speakers around the room as the meeting progresses.

Lenovo Laptop Computer
For the **Left Side** of the Computer—and in the following order—plug in the following:
1. Connect **Power** from the computer to the power strip.
2. Connect an **HDMI cable** from the computer to the HDMI-1 port on the projector.
3. Connect the **ZeeGoo** Videocam USB **black** plug. Note: The red USB plug is 5v. power only, no signal, and does not need connecting.

4. Connect the **multiport dongle accessory** (WARRKY) to a USB port. It has the Logitech Rx unit for the wireless mouse. Wrap this around the back of the computer and place it on the right side, making the connection to the mouse better.

5. Connect the **Mic** that is 7 inches high on a tripod stand (stored in the white box) in front of the Hisonic speaker on top of the 4-channel mixer and with the knob facing the Hisonic speaker. Note: This mic needs a connection to one of the USB-3 ports. Also, position the MIC gain knob midway.

For the **Right Side** of the Computer—and in the following order—plug in the following:

1. Connect an **audio cable** (green plugs) from the computer audio out port (right side) to the Hisonic '**Aux In (MP3)**' port.

Lenovo Laptop Operation and Sound Check

1. Turn the **power on**; no login is usually necessary to connect to Wi-Fi. But, if you do need to reconnect, our sign-on is posted on the storage cabinet in the back closet, and for now is: SSID: **Kristalls_Rotary** and PW: **kristalls4me**

2. Once the Desktop is displayed, left-click the **Zoom** Icon which is located on the Taskbar at the bottom. That should bring a window with choices; Join a Meeting, Sign Up, and Sign In.

3. Click on, **Sign In,** for the Rotary Host Account. The username and password are on the keyboard or can be found in the Leavenworth Rotary Club Manual accessed via the Club Website.

4. The next window displays four choices; New Meeting (or Return to Meeting), Join, Schedule, and Share Screen. Click on **New Meeting**. Note: You must be a HOST to start a meeting and only one is allowed at sign-on. Use the New Meeting selection to Host a meeting. Otherwise, if a meeting is already hosted—running—use the JOIN selection to attend the meeting.

5. To JOIN a hosted meeting, after clicking JOIN on the window described in Step 4, enter (or select) the Leavenworth Rotary Club meeting code, **825 1177 4021**, and enter the passcode, **rotary** (lower case "r").

6. The next display is the meeting's main visual. At the upper left corner is a small green disk image with a black check mark. Click it to open an information window that has a **Settings** icon at the upper right corner (a gear-like symbol in a square). Click on **Settings** to work with audio and video selections among other items. Note: In Video, the ZeeGoo Videocam may need to be selected, and Audio should be checked. When finished, close the Settings window.

7. Click on the **Security Shield** at the bottom and ensure **Enable Waiting Room is unchecked,** and that **Enable Screen Share** and **Chat** are checked. Then minimize the screen.

SPINNER for FINES

1. *This step is no longer used*, but just in case here are the instructions for the spinner. Go to the Mozilla or Google browser icon on the bottom Taskbar and left-click on it. Either find 'Spin Wheel' in the browser's History or: Addendum: Spin Wheel icon may already be on the Taskbar. Type in HTTPS://spinit.connectedpe.com/FTC-p2u# to access Spin Wheel for the meeting. Then minimize it which puts its icon on the Taskbar.

8. Ensure any presentation videos, websites, or slides are loaded and minimized to the Taskbar. These can be either online or from a USB stick brought by a speaker.
9. Make sure that all microphones are working and place them around the room. The microphones used with the 4-microphone mixer are for attendees at the meeting, while the microphone wrapped in red tape is for the president to use.
10. **Open Zoom** or maximize it from the Taskbar. During the meeting:
    *   Verbally greet each person who joins the Zoom meeting and **test their audio**.
    *   If there is **no sound** coming from those on Zoom, see **Troubleshooting** at the end of this document.
    *   If there is background noise from a Zoom attendee, 'Mute' the source by clicking on their Gallery screen and selecting Mute.
    *   If there is a red number on the 'Chat' icon at the bottom, click on Chat and see what the chat is about from a Zoom attendee and try to resolve the issue.
    *   *This step is not being used:* When it is time for Happy Bucks and Fines, open Spin Wheel from the Taskbar and follow the instructions from the sergeant-at-arms.
    *   Use the **ZeeGoo Remote Controller** to move the camera to capture those who are speaking in the room for Zoom viewers.
    *   When there is a presentation, record the speaker along with their video or slides:
        i.   Click **Gallery View** (top right)
        ii. Click **'Record' to Cloud** (from the taskbar)
        iii. Click **Share** from the taskbar
            1. Select **Speaker View** from the pop-up menu
            2. Click **Share** on the pop-up menu
        iv. Select **Video** or **PowerPoint** or other presentation type to be shown
    *   When the speaker is finished, click "**stop share"** and then "**stop recording**" (from the taskbar)
    *   When the meeting ends, say goodbye to those on the Zoom Gallery and click **End Meeting for All**.
11. NOTE: There is a Timer app on the Taskbar sometimes wanted by the president to control overly long comments by members. One minute has been the most used.

Shutdown procedure
1. **Projector**: Press the power button twice with a pause between. Instructions will be shown on the screen. This projector, using laser light, is not particularly sensitive to cooling after shutdown and before pulling the power plug. Make sure to cover the lens with the protective plastic covering provided.
2. **Hisonic speaker**: Power to OFF, a rocker switch on the side.
3. **Lenovo laptop**: Use the normal Windows 10 software shutdown, by clicking on the **window symbol**, then click on the power symbol at the bottom right of the window displayed. Wait to put it away until after a full shutdown including notifications of updates coming in and finishing.
4. **ZeeGoo videocam**: No special procedure except to put the rubber lens cap back on and treat the unit very delicately.
5. **7-Inch Mic**: Remove the Tripod from the base of the Mic and place both in the wide box provided.
6. **Screen**:

1. Retract the Screen by pressing the up-arrow button (top button) on the screen controller.
2. Unplug the Screen green power cord in the front left corner of the room.

Retrieve the Recordings Made in Zoom

To share any recordings made during Zoom sessions (of speaker presentations for example):

1. Sign into the Zoom App by going to **zoom.com** using the username and password on the keyboard, which can also be found in the Leavenworth Rotary Club Manual. The Club Manual can be accessed via the Club Website.
2. Select **Recordings** on the left sidebar of the menu displayed.
3. **Click on** the recording of the meeting you wish to share.
4. Click on **Copy** to copy the link, which will create a shareable link that will then be stored on the clipboard.
5. **Email** this link to yourself by **Pasting** the link from your clipboard into your email, so that you may have a way to forward the link to anyone you wish to share it with, including:
   a. The club member who is responsible for creating the weekly **newsletter**/bulletin for the club.
6. Test the link from your email to make sure the link and recording work.
7. **Note:** Make sure to sign out of the Zoom account.

Troubleshooting

1. If someone has used any equipment after you have completed the set-up and before the meeting has started, it is suggested that you reboot the machine, test audio, and bring up any files or websites again that are required for the meeting. Many audio problems have occurred when this is not done.

2. If microphones are not working, make sure that all the knobs on the **Hisonic speaker** and **4-microphone mixer** are turned **on** and knobs turned to where markings are indicated by black lines, dots, or a setting is circled.

3. If the Audio is not working from those on Zoom (going from the Computer to the Hisonic), click the **triangle next to the microphone symbol** at the bottom left of the toolbar. A drop-down menu will appear. Make sure the **'headset' symbol is selected**. Note: When Zoom performs automatic updates, this setting may be reset to the default setting of the computer microphone, and therefore the headset symbol will need to be selected again.