

Hybrid presentations in HJP 2123

This guide describes how to hold a presentation in the LSC Seminar Room (HJP 2123), with the presenter and some of the audience attending in person and the rest of the audience watching on Zoom.

If you're not presenting slides, you don't need a setup this complicated--see the [last section](#) (last page).

Set up Zoom and projection on the presenter laptop

The presenter laptop projects the slides in the room, shows video of the presenter and shares slides on Zoom, and handles audio input and output for the room.

Set up projection:

1. Find the HDMI cord that goes into the wall and connect it to your laptop (you may need a dongle).
2. On the touch screen, select "HDMI device" as the source.
3. Set your laptop to use the projector as a separate display (this will allow you to use Presenter View in Powerpoint)
 - a. On a Mac, click the display icon in the top ribbon and choose "Use as Separate Display".
 - b. On Windows, go to Display Settings and under Multiple Displays, choose "Extend these displays".
4. Start your presentation in Powerpoint, and make sure you see the slides on the screen and Presenter View on your laptop. Once it's working, you may want to end the presentation while you continue setup.

Set up microphone: Place the Anker Speakerphone on a table in the middle of the room, and use a long USB cord to plug it into your laptop.

Set up Zoom:

1. Start Zoom and join the meeting.
2. Set up the microphone and speakers:
 - a. Click the arrow next to the Mute button and choose Audio Settings.
 - b. Under both Speaker and Microphone, choose "Anker PowerConf".
 - c. Click Test Speaker, and make sure you can hear the test sound through the speakerphone.
3. TEST EVERYTHING with your Zoom audience
 - a. Ask someone from your Zoom audience to talk, and make sure you can hear them through the speakerphone.
 - b. Speak from where the presenter will stand, and make sure the Zoom audience can hear.
 - c. Speak from the back of the room, and make sure the Zoom audience can hear.
 - d. If the mic is too quiet, you can adjust the input volume through Zoom, or through the sound settings on your computer:
 - i. On a Mac, go to Sound Preferences > Input, select "Anker PowerConf", and adjust the Input Volume slider.

- ii. On Windows, go to Sound Settings. Under input, make sure the appropriate microphone is selected, then click Device Properties. Use the Volume slider to adjust the microphone volume.
4. Share slides:
 - a. Start your presentation in Powerpoint again if you ended it before. Click Share Screen in Zoom, and choose the window that shows the presentation view of your slides. If your slides have embedded audio, make sure to click the “Share sound” checkbox at the bottom of the window before clicking “Share.”
 - b. The Share Screen ribbon may appear on the projection screen; in that case drag it back over to your laptop screen.
 - c. During the presentation you probably want the view of the Zoom audience to be on your laptop screen so you can keep an eye on them while presenting. During the Q&A, you should drag the view of the Zoom audience over to the projected screen so the in-person audience can see the Zoom audience.

Set up Zoom on an extra laptop

An extra laptop is used to show video of the in-person audience. It is not used for any audio input or output.

Clip the webcam to the top of the wall monitor and plug it into the extra laptop.

Set up Zoom:

1. Start Zoom and join the meeting. (No need to join audio at all, if it gives you that option.)
2. Mute the microphone right away (this should stop any audio feedback).
3. Click the arrow next to the Video button and choose “HD Pro Webcam C920”.
4. The Host of the meeting (presumably on the presenter laptop) should pin the videos of both the presenter and the room, so the Zoom audience can easily see both during the in-person Q&A. Click the triple dots in the top right on one of them and select “Pin”. Then do the same on the other and select “Add pin”.

Hybrid meetings in the HJP 2123 (no slides)

If you don't need to present slides during the meeting, you can have a simpler setup using just one laptop. Plug the Anker Speakerphone and the webcam into the laptop.

Set up Zoom:

1. Start Zoom and join the meeting.
2. Click the arrow next to the Video button and choose "HD Pro Webcam C920".
3. Set up the microphone and speakers:
 - a. Click the arrow next to the Mute button and choose Audio Settings.
 - b. Under both Speaker and Microphone, choose "Anker PowerConf".
 - c. Click Test Speaker, and make sure you can hear the test sound through the speakerphone.
4. TEST EVERYTHING with your Zoom audience
 - a. Ask someone from your Zoom audience to talk, and make sure you can hear them through the speakerphone.
 - b. Speak from where the presenter will stand, and make sure the Zoom audience can hear.
 - c. Speak from the back of the room, and make sure the Zoom audience can hear.
 - d. If the mic is too quiet, you can adjust the input volume through Zoom, or through the sound settings on your computer:
 - i. On a Mac, go to Sound Preferences > Input, select "Anker PowerConf", and adjust the Input Volume slider.
 - ii. On Windows, go to Sound Settings. Under input, make sure the appropriate microphone is selected, then click Device Properties. Use the Volume slider to adjust the microphone volume.

Set up projection:

1. Find the HDMI cord that goes into the wall and connect it to your laptop (you may need a dongle).
2. On the touch screen, select "HDMI device" as the source.
3. You may already be able to see the Zoom window on the projected screen. If not, the Display Settings are probably set to "Extend these displays". You can drag the Zoom window over to the second display, the projected screen. Or go to Display Settings under Multiple Displays, and select "Mirror these displays".