

Hybrid presentations in the Garage

This guide describes how to hold a presentation in the LSC garage, 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 from the well of the Touch Screen and connect it to your laptop (you may need a dongle).
2. On the Touch Screen, under Source, select Laptop > HDMI.
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. During the presentation, you may want to move the Speakerphone closer to the podium to maximize sound from the presenter.

Set up Zoom:

1. Start Zoom and join the meeting.
2. Set up the speakers:
 - a. Click the arrow next to the Mute button and choose Audio Settings.
 - b. Under Speaker, choose "HDMI (Crestron)".
 - c. Click Test Speaker, and make sure you can hear the test sound through the Room Speakers. Adjust the volume with the volume buttons on the Touch Screen next to the Room Computer. (You won't be able to adjust it using the slider in Zoom settings or the volume control on your laptop.)
 - d. Ask someone from your Zoom audience to talk, and make sure you can hear them through the Room Speakers. Adjust the volume as needed using the Touch Screen.
3. Set up the microphone:
 - a. Still in Audio Settings, under Microphone, choose "Anker PowerConf" (the Speakerphone).
 - b. Click Test Mic and talk to the mic from the presenter position and various places around the room.

- c. If the mic is too quiet, adjust the input volume 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.
 - d. Once it seems to be working, test it out with someone connected to Zoom from somewhere else. Try talking from behind the podium and various places around the room. Figure out if you can leave the microphone in the middle of the room for the whole event, or if you need to move it closer to the podium during the presentation.
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 the Room Computer

Zoom on the Room Computer is used to show video of the in-person audience. It is not used for any audio input or output.

Set up Zoom:

1. Start Zoom and join the meeting.
2. Mute the microphone right away (this should stop any audio feedback).
3. Set up the video:
 - a. Click the arrow next to the Video button and choose the appropriate room camera (probably the one mounted near the projector, which shows the room from the perspective of the presenter). Unfortunately both of these are named “Quick-Connect USB”, so just try both and figure out which is which.
 - b. On the Touch Screen next to the Room Computer, click “Camera” and use the arrows to adjust the direction of the camera as needed. (Cam 1 is the one near the projector, Cam 2 is the one in the back corner.)
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”.

Optional: Use ethernet on the presenter's laptop

The wireless network (eduroam) is sometimes unreliable, so if possible it's a good idea to use ethernet on the presenter's laptop.

1. Use the blue ethernet cord plugged into the jack labeled 1B-450. There are several ethernet adapters available in the podium cabinet (USB or USB-C) to connect it to your laptop.
2. Set up the connection using a manual IP address (128.8.84.239).
 - a. On a Mac, go to Network Preferences and choose the ethernet adapter in the panel on the left. (If necessary, type in your admin password to allow changes to the settings.) Under "Configure IPv4", choose "Using DHCP with manual address." Type in the IP address (128.8.84.239). After a moment, you'll be connected! The subnet mask should set itself to 255.255.244.0, and the router to 128.8.84.1.
 - b. [Windows instructions still needed!]

Hybrid meetings in the Garage (no slides)

If you don't need to present slides during the meeting, you can have a simpler setup using only the Room Computer.

Log in to the Room Computer using your UMD credentials and install Zoom. Place the Anker Speakerphone on a table in the middle of the room, and use a long USB cord to plug it into the Room Computer (the Dell inside the cabinet).

Set up Zoom:

1. Start Zoom and join the meeting.
2. Set up the video:
 - a. In Zoom, click the arrow next to the Video button and choose the appropriate room camera (probably the one mounted near the projector). Unfortunately both of these are named "Quick-Connect USB", so just try both and figure out which is which.
 - b. On the Touch Screen next to the Room Computer, click "Camera" and use the arrows to adjust the direction of the camera as needed. (Cam 1 is the one near the projector, Cam 2 is the one in the back corner.)
3. Set up the speakers:
 - a. In Zoom, click the arrow next to the Mute button and choose Audio Settings.
 - b. Under Speaker, choose "Crestron (Intel(R) Display Audio)".
 - c. Click Test Speaker, and make sure you can hear the test sound through the Room Speakers. You can use the slider to adjust the volume. You can also adjust the volume with the volume buttons on the Touch Screen.
 - d. If you can't hear anything through the Room Speakers:
 - i. Check to make sure the speakers aren't muted on the Touch Screen.
 - ii. On the Room Computer, click the volume icon in the bottom right corner, and make sure the volume for the "Crestron" speaker isn't muted.
4. Set up the microphone:
 - a. Still in Audio Settings, under Microphone, choose "Headset Microphone (Anker PowerConf)" (the Speakerphone).
 - b. Click Test Mic and talk to the mic from various places around the room.
 - c. If the mic is too quiet:
 - i. You can't adjust the volume slider directly in Zoom; it uses the settings from the computer.
 - ii. Go to Sound Settings on the Room Computer (click the Start button and type "sound" to find it).
 - iii. Under input, make sure the Anker microphone is selected, then click Device Properties. Use the Volume slider to adjust the microphone volume.

Set up projection:

1. On the Touch Screen, set the source to Computer.
2. 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".