



# **RUNNING A HYBRID ZOOM MEETING**

**AT THE  
GATEHOUSE COMMUNITY CENTRE**

Notes prepared by Mike Paul  
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## Introduction

I have assumed that you are already familiar with running a Zoom meeting in the usual way in which all the participants are remote. These notes explain how to run hybrid Zoom meeting (i.e. one in which some participants are remote and some are in-room). You will first need to connect a laptop to the Community Centre equipment and then to configure Zoom to use the various peripherals. I have also suggested some practical pointers to help you run your meeting successfully.

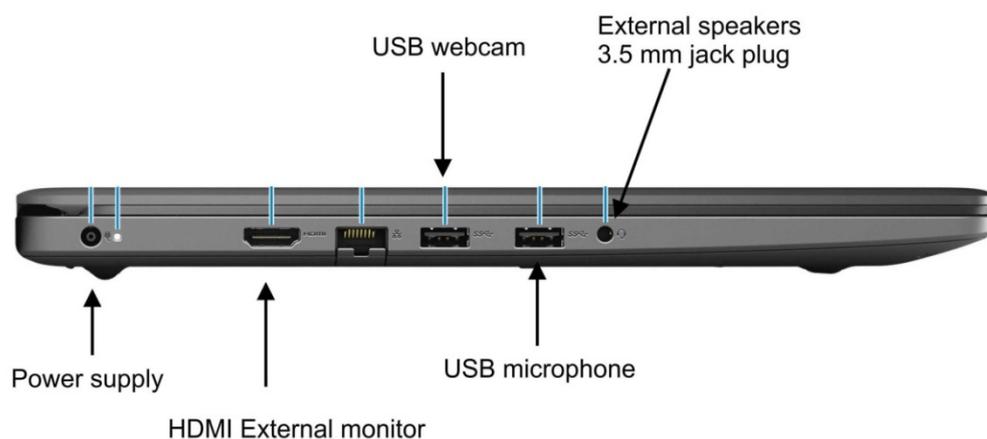
## 1. Setting up the equipment

The equipment available at the community centre to run hybrid Zoom meetings is as follows:

- Dell Inspiron 15 3505 laptop with 15 inch screen\*
- 32 inch external monitor mounted on a floor stand
- External USB webcam
- External USB microphone
- External speakers with in-built amplifier
- Heavy duty camera tripod to mount the webcam.

*\*If you so prefer, you can use your own laptop provided it has the necessary ports to make the connections shown below.*

On the Community Centre laptop the peripherals should be connected as shown in the picture below (the view is from the left hand side of the laptop).



**The peripherals should all be connected *before* the computer is switched on**

You are the best person to decide how to place the equipment for your meeting. HDMI, USB and 3.5 mm audio extension cables are available to allow the peripherals to be positioned around the room as required. The laptop, monitor and external speakers all require mains power and so a 4-gang 5m extension lead is also available to provide this.

Most people find it best if the remote webcam is mounted on the heavy duty camera tripod and placed at the top (sink) end of the room about a metre behind the top table. This gives an inclusive view of all the chairs around the tables. **It is not recommended that the webcam is placed on a table and only supported on a miniature tripod.** This limits the view and can introduce an annoying camera shake.

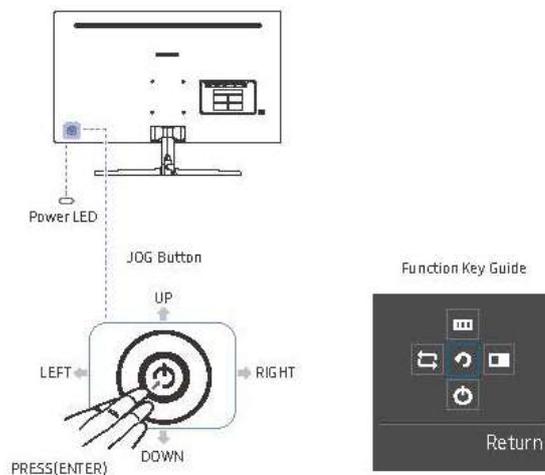
The display screen should be placed opposite the webcam behind the tables at the bottom of the room, so that the webcam can see the screen. This enables the remote participants to see that their images are visible to the room and that they appear as they wish themselves to be seen.

The remote microphone is best placed in the centre of the block of tables. If it slides around due to the weight of the cable it can be secured with a small piece of Blu-Tack.

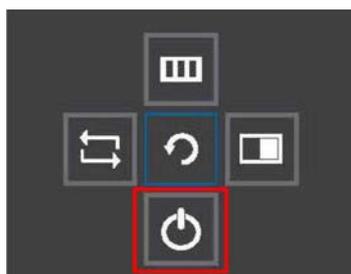
## The External Monitor

This is connected directly to the laptop with the HDMI cable. The laptop will use it automatically in addition to its own screen and it does not need to be configured to recognise it. **The monitor is already configured for best use in the meeting room and it is recommended that users do not change the settings other than switching on and off as shown below.**

The monitor power switch is a jog button (a spring loaded joystick) located at the rear of the monitor (lower left when viewed from behind)



The monitor is switched on by pressing the jog button. It is switched off by jogging downwards to engage the power icon as shown below and then pressing the jog button after it has sprung back to its central position.



## 2. Configuring Zoom

*The community centre does not have a public Zoom account so users will need to have access to their own.*

The community centre has a high speed broadband connection capable of about 40 mbps download/10 mbps upload speeds. The current router security password is already entered in the laptop which should connect automatically when switched on. The router i/d and password are also displayed on the main notice board in the foyer.

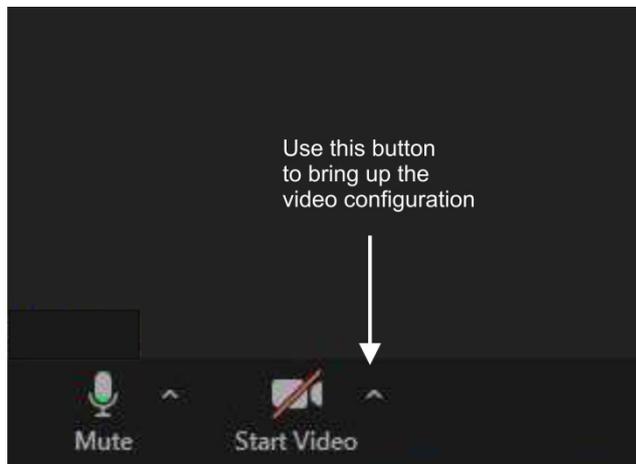
Zoom can be started from the on-screen icon in the usual way. At first the internal laptop webcam, speakers and microphone will be enabled. In order to use the external peripherals for your meeting, Zoom must be reconfigured to recognise and use them instead. This is easily done from the control strip along the bottom of the Zoom window.

*NB. The peripherals must have been connected to the laptop **before** Zoom is started. Zoom will not recognise a peripheral that is connected after the session has begun.*

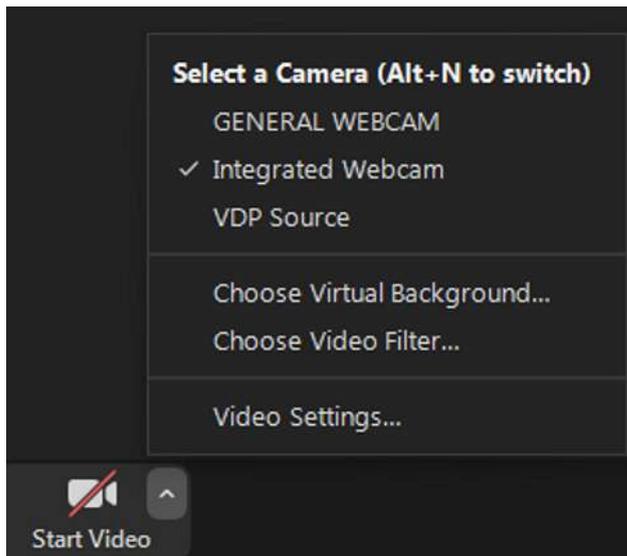
You should configure each of the peripherals as follows. It is not difficult and only takes a few mouse clicks.

The required configuration menu can be brought up on the Zoom meeting screen by clicking on the up arrow adjacent to the audio or video icon as shown below

### Video configuration

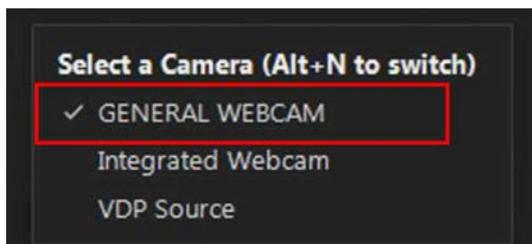


Clicking on the up arrow by the video icon will bring up the video configuration menu as shown below. You then have the choice of using either the remote webcam or the laptop's own internal webcam. You make your choice by clicking on the camera that you wish to use – this will then be indicated by a tick which appears alongside the camera name.



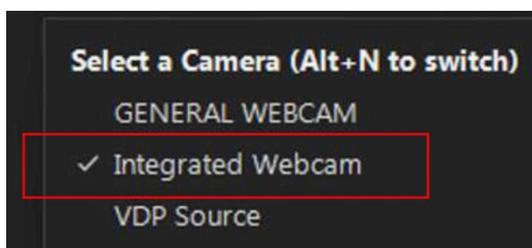
This is the menu as it appears when Zoom is first started. The laptop's own webcam (the integrated webcam) is shown selected.

### Choosing the external webcam



Zoom refers to the external webcam as the GENERAL WEBCAM. This is the one you will usually want to use since it will show the whole room to the remote participants. Click on this name – after a couple of seconds the view will switch to this camera.

### Choosing the internal webcam again

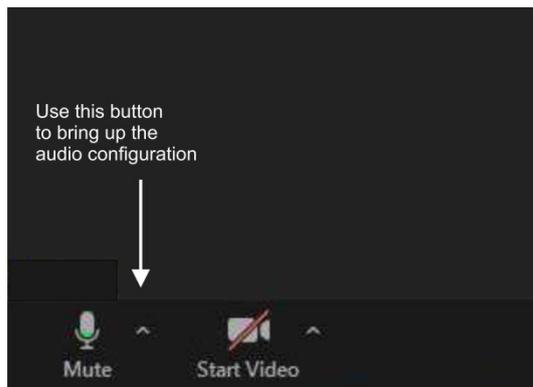


You may wish to switch back to the internal laptop webcam if the person operating the computer wishes to speak to the meeting – this will show the speaker's face in place of the meeting room view.

You can switch between the external and internal cameras during the session by pressing Alt-N. Unfortunately it is not possible to configure Zoom to recognise two cameras simultaneously.

Using the internal webcam will cut out the external one which means that the other meeting room participants will no longer be visible on screen. You may therefore wish to do this only when the laptop operator wishes to make a public announcement to all present, not when they are speaking as one of the meeting participants. For this reason it is better to position the laptop in such a way that the operator can be seen by the external webcam as one of the people present in the meeting room as a whole .

## Audio configuration

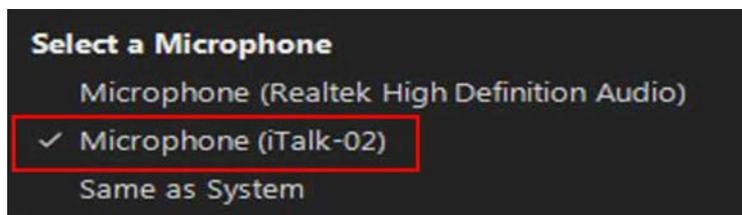


When Zoom first starts the laptop's own speakers and microphone will be enabled.

As shown above, clicking on the up arrow by the microphone icon will bring up the audio configuration screen . You will then have the choice of using either the remote speakers and conference microphone or the internal speakers and microphone on the laptop.

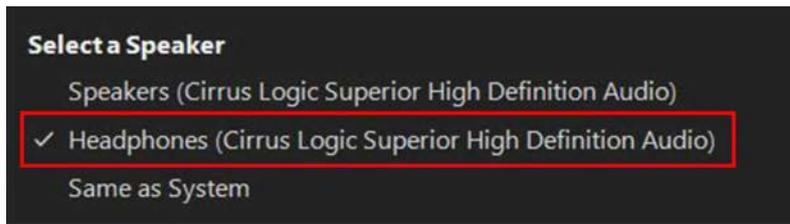
**It is strongly recommended that you use the external microphone and speakers. Experience has shown that the internal devices do not pick sounds across the room nor play loudly enough to be easily audible in a meeting.**

## Conference microphone



Select the conference microphone as shown. The Realtek microphone is the laptop's own internal microphone.

## External speakers

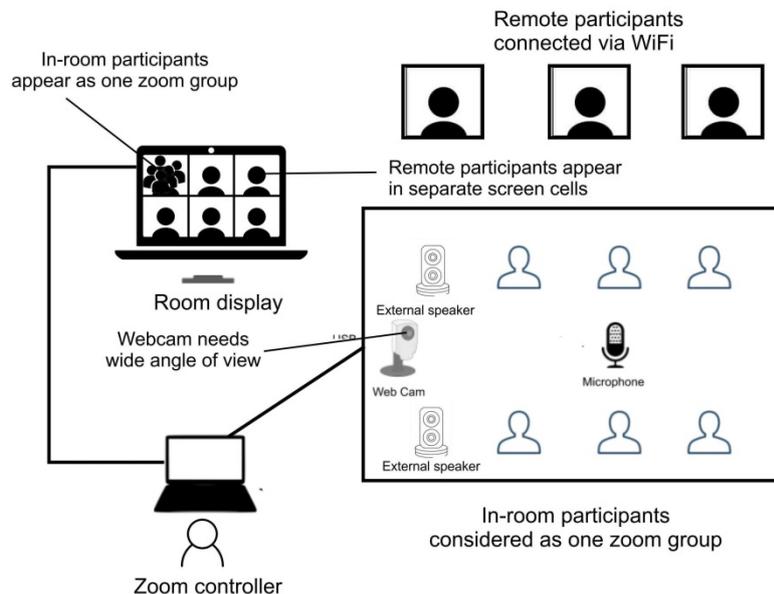


Select the external speakers as shown. Do not be confused because they are described as headphones – this is only because on this laptop they are plugged into the headphone jack socket. The Cirrus Logic speakers are the internal laptop speakers.

Remember that the speakers have their own amplifier – you need to have plugged the speakers into mains power and to have switched them on using the large round knob on the front. If there is no sound from the laptop then be sure to check this first.

## 3. Running your meeting

When you have done all the above you can run your meeting as a normal zoom meeting albeit with one of the 'participants' being the whole in-room group. The illustration below shows this conceptual arrangement.



Ideally you need someone outwith the actual meeting to act as the 'zoom controller' whose function is to manage the laptop, select the camera and control the sound level from the speakers. It is also very helpful if this person can also monitor the remote participants on the display screen and alert the Chair if one of them wishes to speak. In practice, if the meeting is only small, the Chair or the meeting secretary may need to be both the controller and participate in the meeting. This is more difficult but can be done.

Good audio is key to successful participation by the remote participants. People will usually tolerate poor video but can become very distressed if they can't hear the proceedings or feel the meeting is moving on without them.

You should remember that your meeting is still a Zoom meeting and so should conform to the usual protocols to make sure everyone feels included. It is very important always to do this so and ensure that the discussion doesn't only take place across the table, thus causing the remote participants to be ignored. The Chair must be alert to this.

The Chair must therefore insist that in-room participants should always address their remarks to Chair and to the webcam and not directly just to one another across the table. When remote participants wish to speak they should so indicate by raising their hand or whatever other method is normally used. It is one job of the Chair to be alert to this and not to allow the in-room participants to dominate the meeting.

## **4. Closing your meeting**

When you have finished your meeting the Chair or the Zoom controller should terminate the Zoom session in the usual way using the 'End/End meeting for All' buttons on the Zoom meeting screen.

**You must then log out of Zoom before closing the Zoom homepage.**

If you forget to do this, you will remain logged in on the community centre laptop. This means that not only can others have access to your account but also that you yourself will be unable to log into Zoom from another computer. If you try to do so you will get an error message telling you that you are still logged on via another device.

On completion of your meeting, please disconnect all the equipment and replace it in the filing cabinet except, obviously, the large external monitor which should be unplugged.

**Thank you for using our new system! If you would like any further advice or personal tuition, please contact us via one of the usual channels. We will be delighted to help.**

Mike Paul  
September 2021