

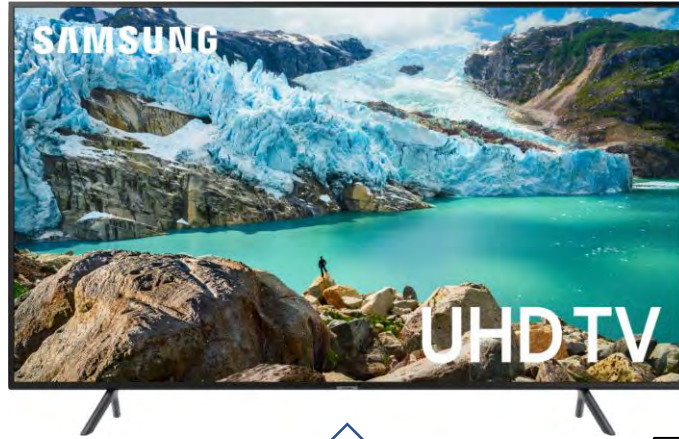
Lions & Sun Bar & Lounge

Meeting set up for Dummies

January 12, 2022



Men's PROBUS Club of Newmarket



HDMI

Built-in camera is used for **General Meetings** where a podium is set up. The laptop is placed directly in front of the speaker.

For **General Meetings**, a **smartphone** or **tablet (e.g. iPad)** can be used to provide a view of the audience in the hall. It must remain **muted at all times**.

This is only required for **Management Meetings**



USB



USB

USB



Equipment List

- Samsung 65" UHD TV (wall mounted at Lions & Sun)
- Acer laptop
- ATR2100x USB microphone
- On-Stage desktop microphone stand
- Logitech C615 webcam
- Tripod for webcam
- HDML extension cable (1)
- USB extension cable (2)
- External mouse (receiver already inserted)
- Power extension cord (make sure it's plugged into a **"live"** outlet)

Physical Connections to the Laptop

- Samsung TV via HDMI
- Webcam via USB (for MC meetings)
- Microphone via USB (turn mic on)
- Mouse receiver via USB (turn wireless mouse on)

Suggestion : secure all connections **before**
booting up the laptop

Set Samsung TV to PC connection

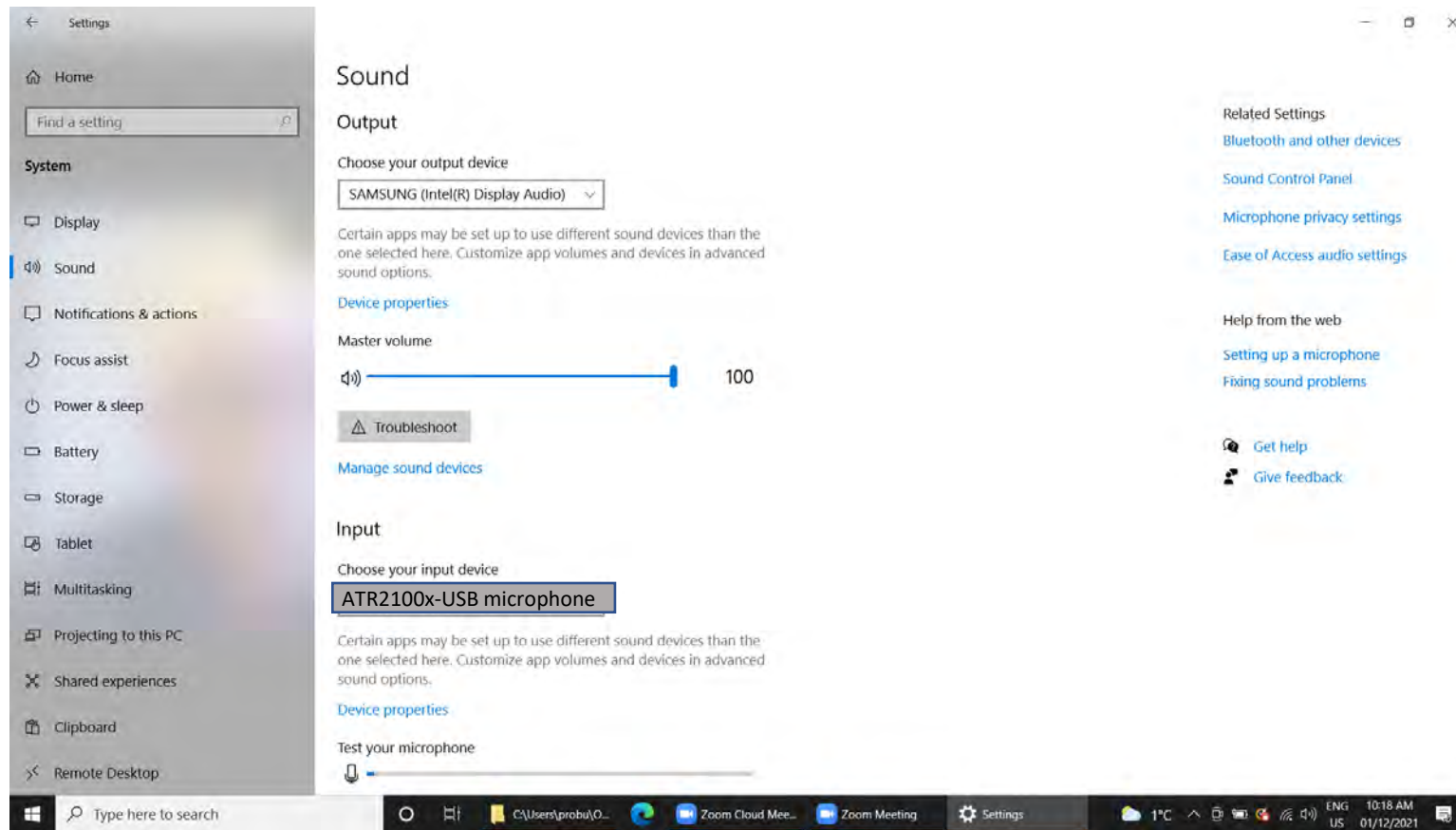
The Samsung Smart TV at Lions and Sun automatically detects the PC connection (HDMI)

Suggested steps:

1. Turn TV on and connect to the laptop using the HDMI cable
2. No need to modify the Source as it will be detected automatically when the laptop is booted up
3. Proceed to connect the microphone and webcam, if required
4. Boot up the laptop

Windows set up

Go to Settings>Sound to check/set the Input & Output
Change the default Settings when necessary



Start Zoom App

Click the Zoom application on the Taskbar

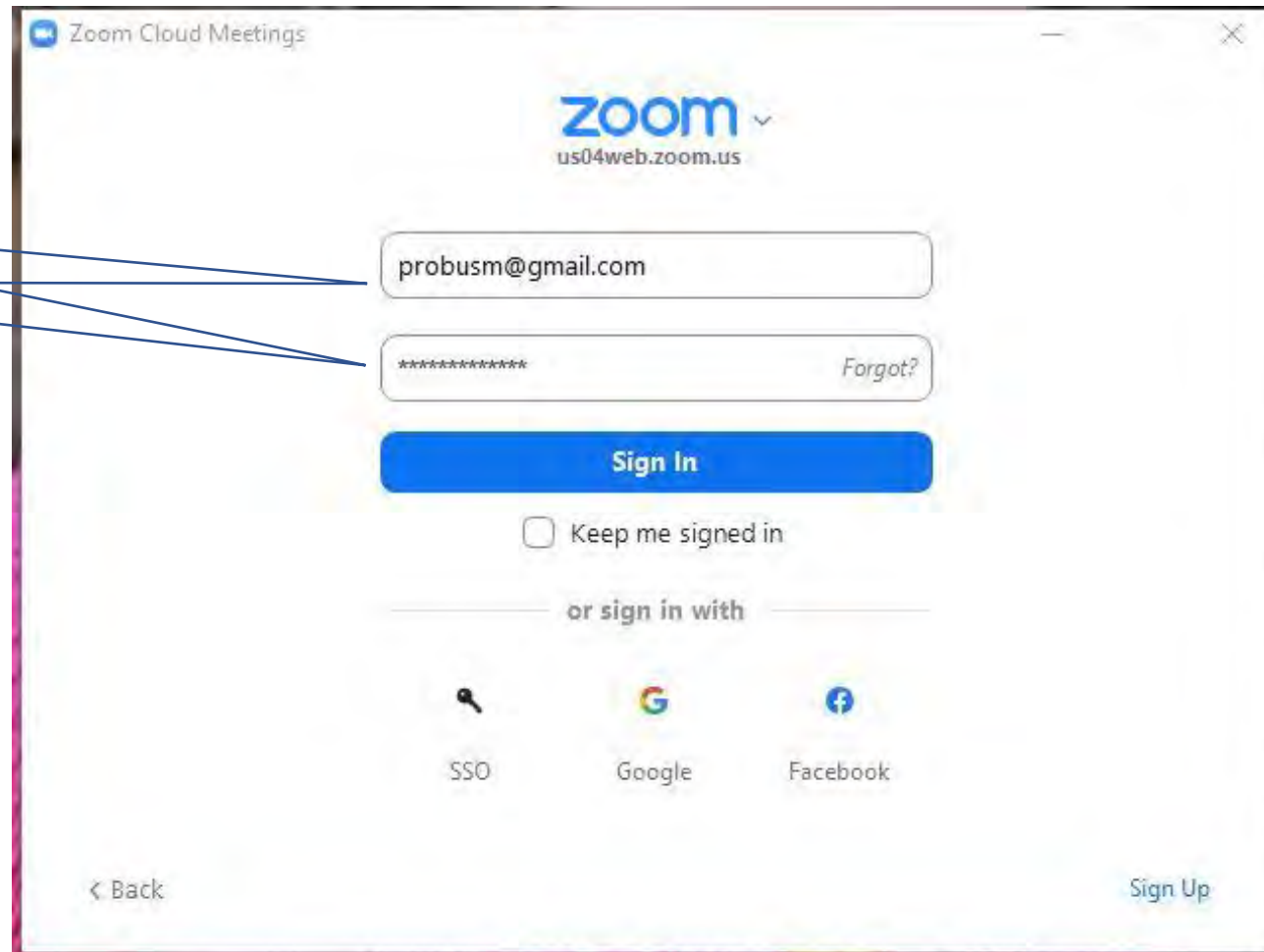


Click
Sign In

Zoom Sign-In

Sign In to Zoom

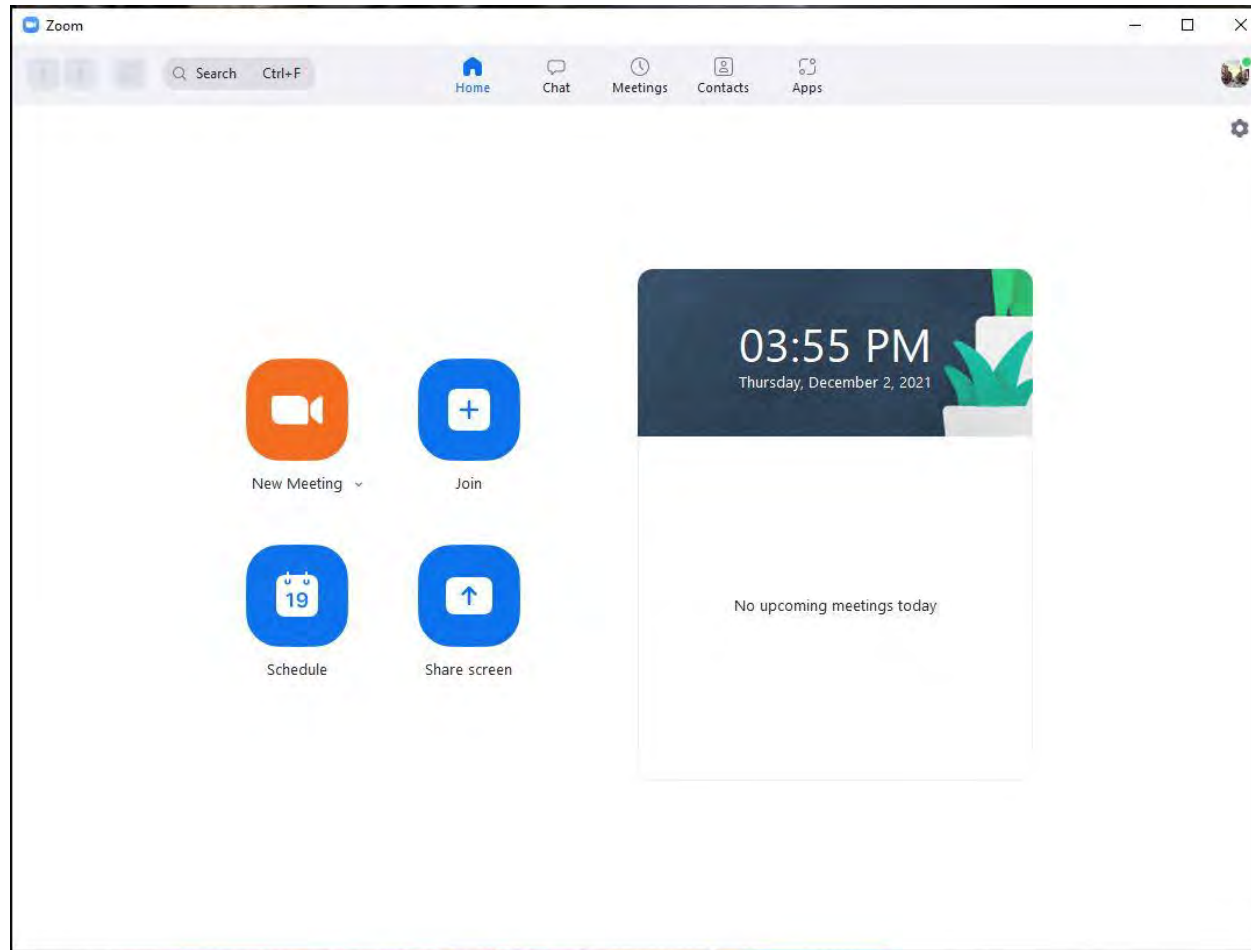
Club Zoom
account &
password



The screenshot shows the Zoom sign-in interface. At the top, it says "Zoom Cloud Meetings" and "zoom us04web.zoom.us". Below this is a form with two input fields: the first contains "probusm@gmail.com" and the second contains "*****" with a "Forgot?" link to its right. A blue "Sign In" button is positioned below the password field. Underneath the button is a checkbox labeled "Keep me signed in". Below this is a separator line with the text "or sign in with". Underneath are three icons: a key icon labeled "SSO", the Google logo labeled "Google", and the Facebook logo labeled "Facebook". At the bottom left is a "< Back" link and at the bottom right is a "Sign Up" link. A blue callout bubble on the left side of the image points to the email and password input fields.

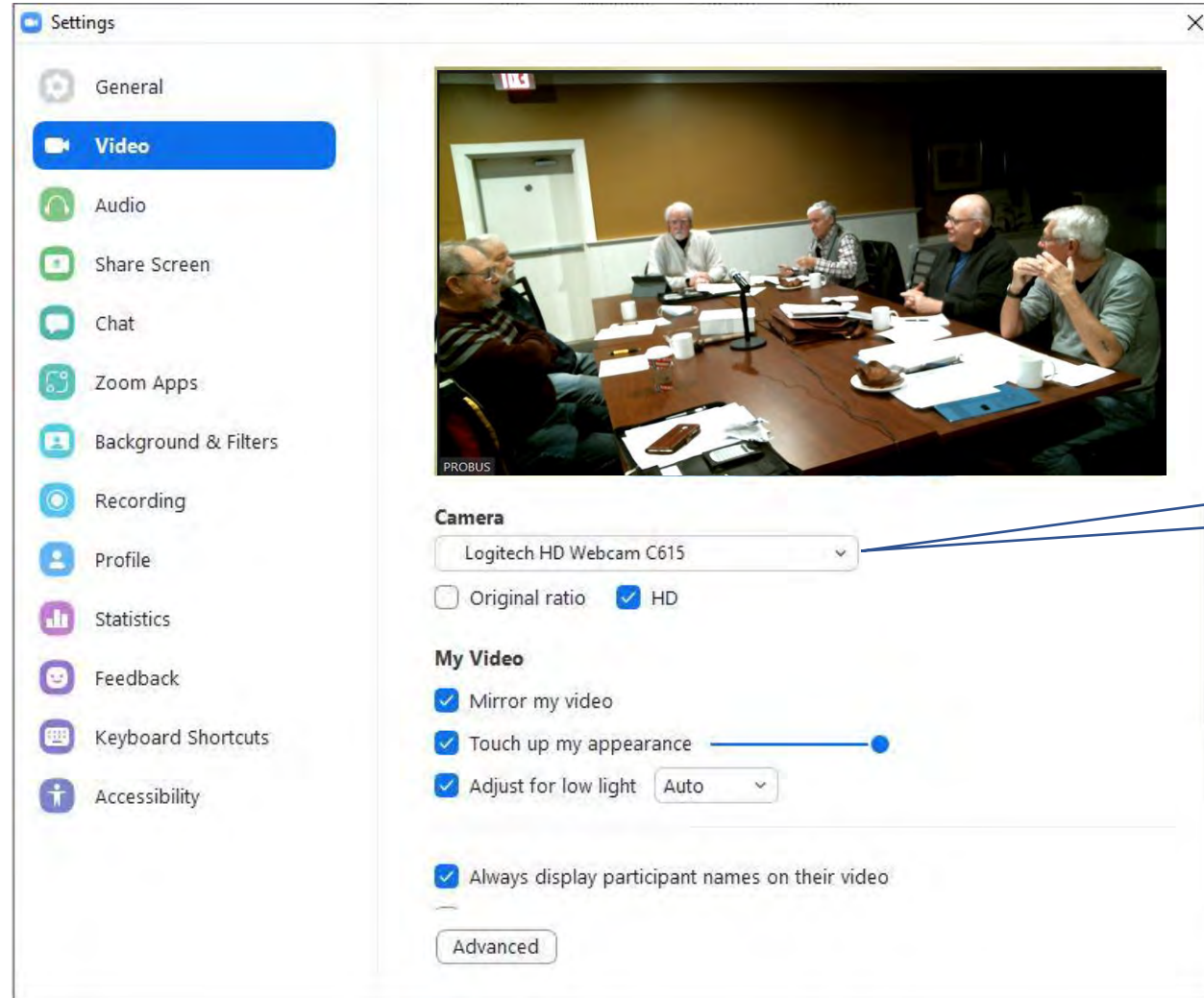
Zoom configuration

Click Settings (the gears icon on the top right corner of the screen)



Zoom configuration (Video)

Click Video from the list on the left panel

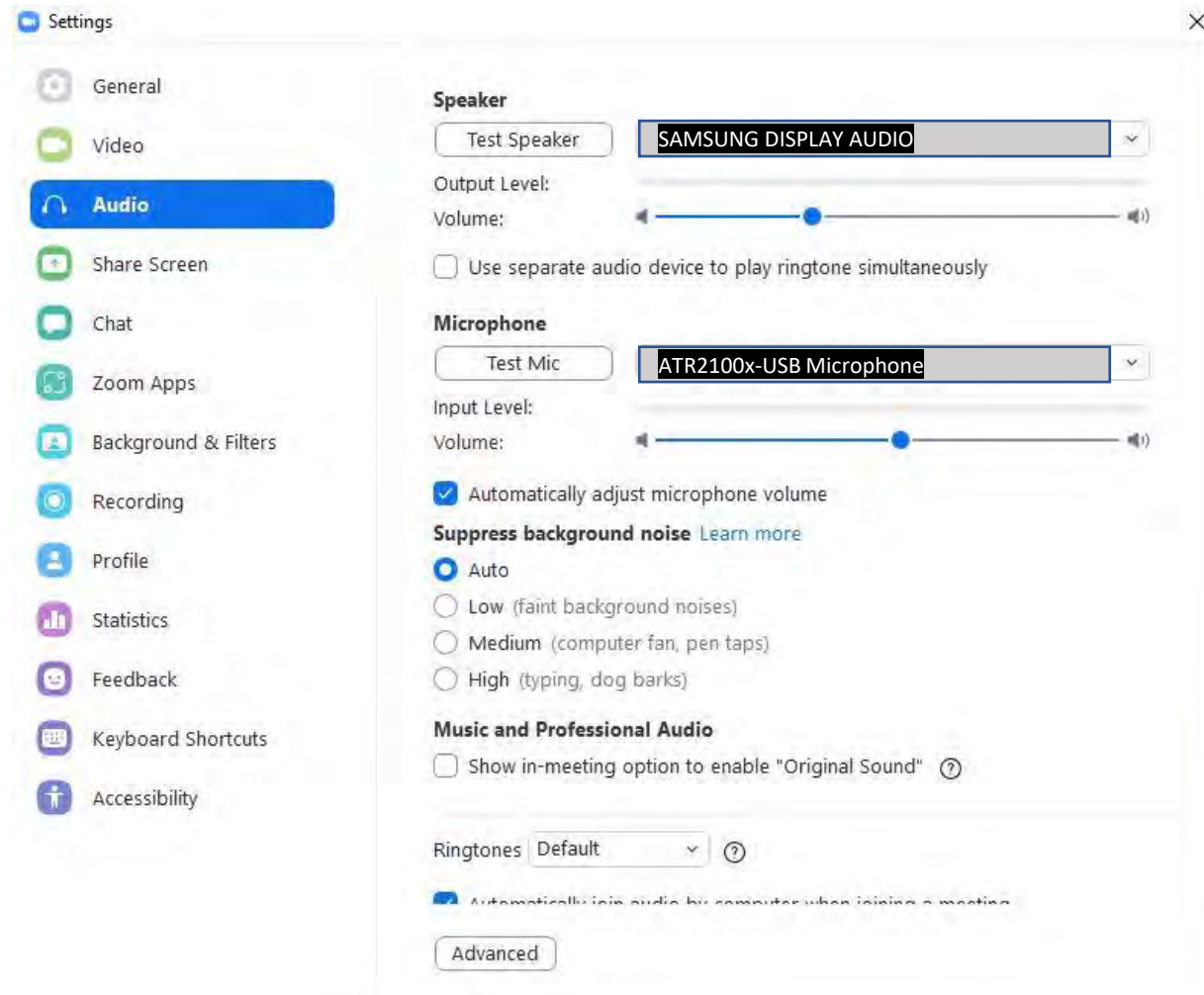


Logitech HD
Webcam
C615

Change the default
when necessary

Zoom configuration (Audio)

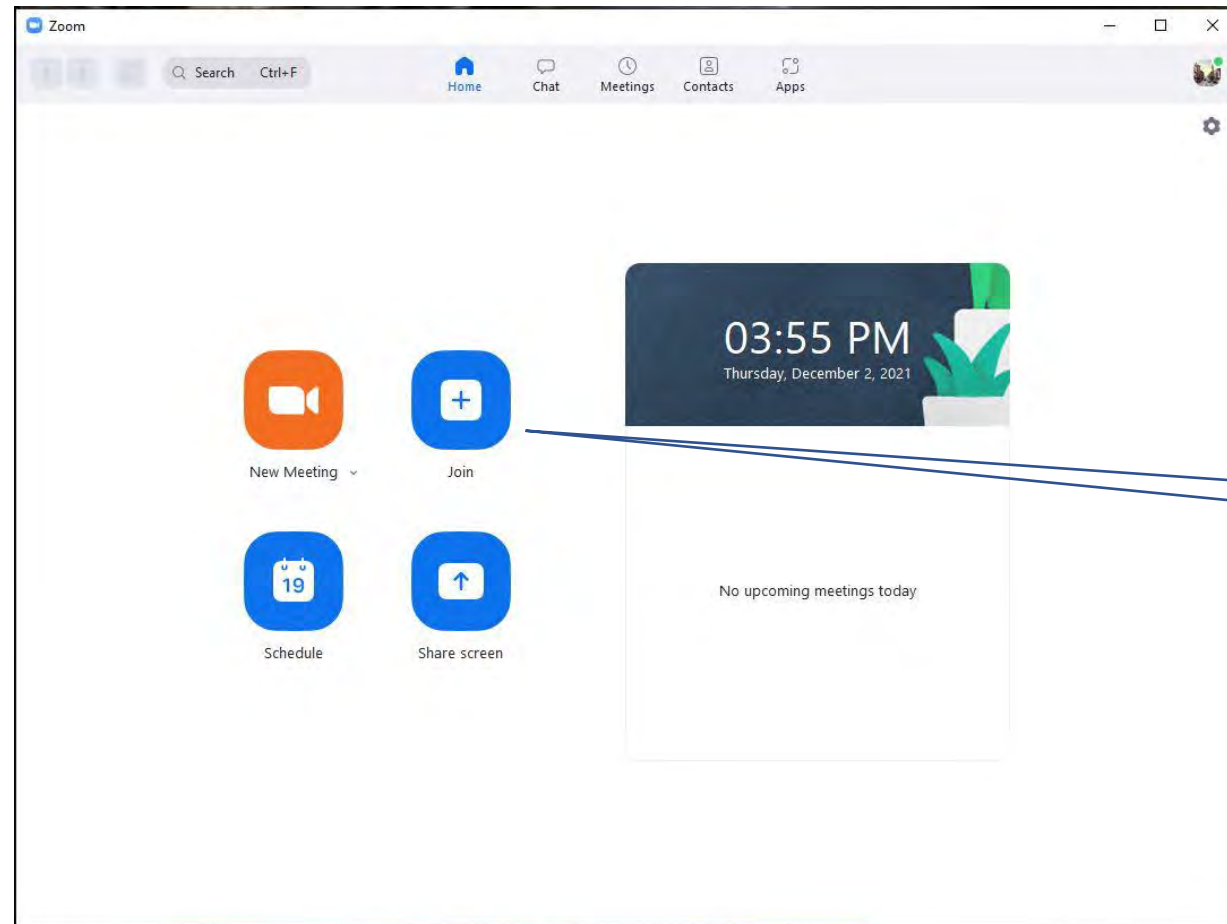
Click Audio from the list on the left panel
Set and Test Speaker and Microphone



Change the default settings
when necessary

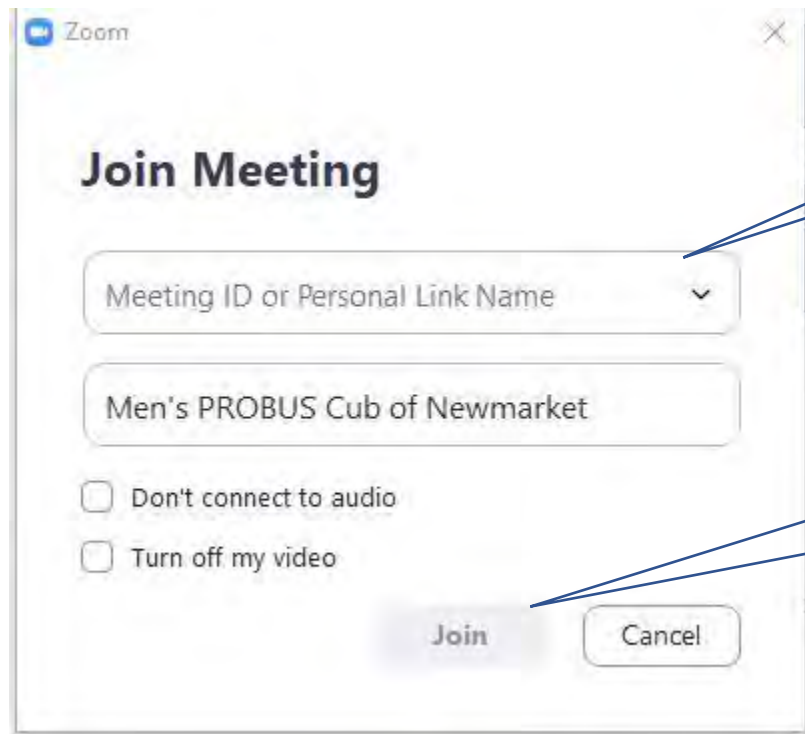
Join Meeting

Exit Settings and Return to the Main screen



Enter Meeting ID and Passcode

Meeting ID and Passcode can be found on the Zoom invitation email



Zoom

Join Meeting

Meeting ID or Personal Link Name

Men's PROBUS Cub of Newmarket

Don't connect to audio

Turn off my video

Join Cancel

Enter Meeting ID

Click Join
You will be prompted to enter the passcode

Ready to



Test things out with in-person and remote attendees
Enjoy the meeting (who's that young fellow on the left gallery?)

