

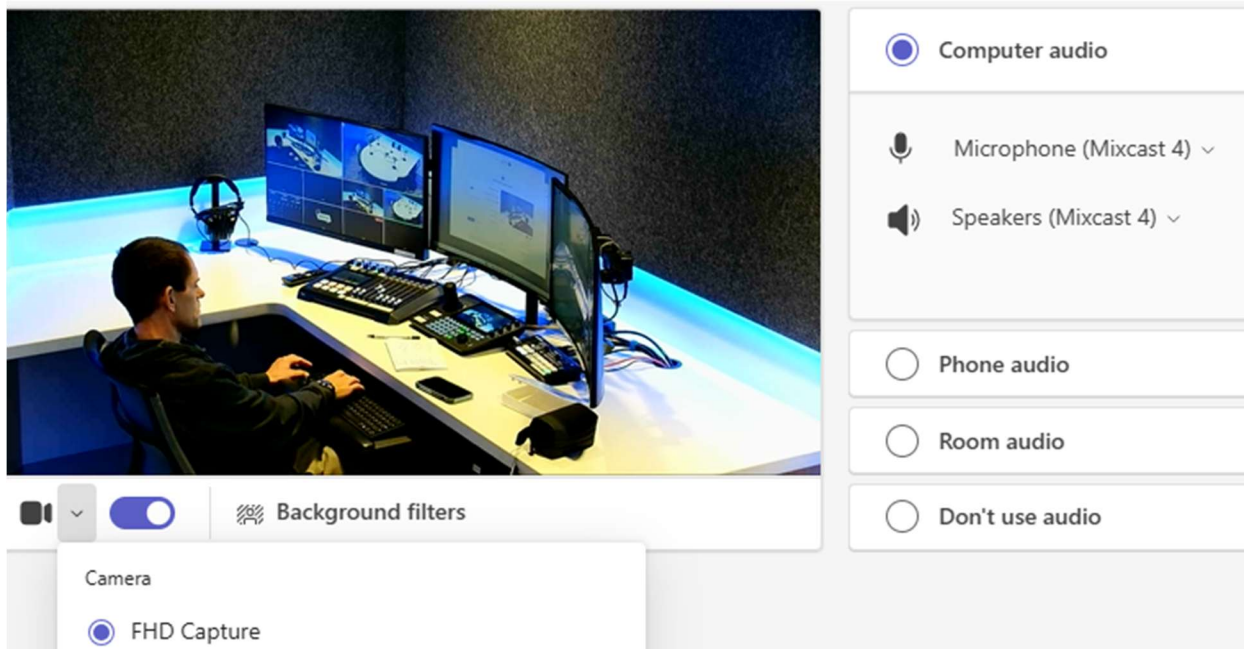
Virtual Meetings

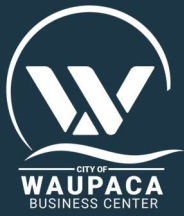
Virtual Meetings

The AV studio supports use of virtual meeting software to do a professional quality virtual meeting. While we cannot provide instructions for every type of setup, we will provide generalized instructions for an optimal setup.

1. Access the virtual meeting software on the **AV computer**. (Example: Teams, Zoom, Meets, etc.,) You could also stream live to Facebook or YouTube as other examples. OBS studio may be utilized as well.
2. In the **virtual meeting software**, you will want to check device settings:
 - a. If the virtual meeting software asks for **permission** to access video/camera/audio/microphone, select **"Yes"** or **"Allow"**
 - b. Device Settings
 - i. Computer Audio Microphone: Mixcast 4
 - ii. Computer Audio Speakers: Mixcast 4
 - iii. Camera: On and Select FHD Camera

Example:





3. **Setup the correct video.** Choose your camera and position it to feed to the virtual meeting software. Use the **video switcher** to pick a camera and the **PTZ controller** to position it. As an alternative, someone can actively run the video during the virtual meeting. [See *Camera/Video Equipment for details*]
4. **Display your virtual meeting on the TV.** Slide the virtual meeting software to the left computer screen, turn on the large center TV and select **HDMI1 input**.
5. **Prepare your audio input.** Slide up each **input** you want active for your virtual meeting, such as the microphones. Test the audio for good volume. [See *Podcast/Audio Recording Setup for details*]
6. **Prepare your audio output.** Decide if/how you will listen to audio from the virtual meeting. Headphones, speakers, etc.? Turn up the appropriate output volume on the device(s) you will utilize. To hear virtual meeting participants the “**Computer**” input on the **audio mixer** will need to be turned up.

A few audio notes: Microphones cannot be heard on the wall mounted speakers, only on headphones and guest desk speakers. Computer audio from the audio mixer will NOT be heard by meeting participants, only locally, this prevents sending the participants audio back to them.