Guide for Hybrid Meeting in UTA 5.522

Setting up a hybrid meeting in UTA 5.522 isn’t an easy task. Here is how to make it happen.

Prerequisite: Come to the room at least 30 minutes prior to the meeting. Setup is complex and requires attention to details.

Quick Checklist

<table>
<thead>
<tr>
<th>PRESENTER</th>
<th>MEETING HOST</th>
<th>AUDIENCE IN THE ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Bring your own laptop. Do not use room computer.</td>
<td>☐ Bring your own laptop.</td>
<td>☐ Mute speakers and set microphone volume to zero.</td>
</tr>
<tr>
<td>☐ Connect to projector via HDMI cable or USB-C adapter.</td>
<td>☐ Connect to the Owl equipped in the room via USB-A cable or USB-C adapter.</td>
<td></td>
</tr>
<tr>
<td>☐ Enter meeting room setup by Meeting Host.</td>
<td>☐ Setup meeting room. Make sure presenter and remote attendants have link.</td>
<td></td>
</tr>
<tr>
<td>☐ Mute speakers and set microphone volume to zero.</td>
<td>☐ Set the Owl as speaker &amp; microphone.</td>
<td></td>
</tr>
<tr>
<td>☐ Open Powerpoint and share the screen. Then start the presentation (Presenter view with notes will work).</td>
<td>☐ Do not forget to Record meeting if desired.</td>
<td></td>
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</tbody>
</table>

Schema Diagram
Details

Presenter

- Set-up should look like this. Plug in HDMI cable (may use white USC-C adapter). On the Crestron terminal (small touch screen on the table), select "HDMI".
• Connect to EDUROAM or UT GUEST wifi. If you are connected to UT GUEST wifi and using Teams as a meeting application, it is safe to enter the meeting from browser.

• Enter online meeting room (Mute your microphone and speakers). You can do so on your own computer, or in the meeting application.

(ZOOM) Audio Setting: Set Speaker and Microphone to 0. (Teams) You can mute and turn off microphone on entrance to meeting, or...

Choose your video and audio options:
- Computer audio
- Internal Mic and Speakers
- Phone audio
- Room audio
- Don’t use audio

(Teams) You can also open More Setting, and edit audio setting.
• Open Powerpoint, and share screen.

(ZOOM)  (Teams)
• Start presentation in "Presenter View" mode.
Meeting Host

- Connect the Owl to the laptop by USB-A cable or with USB-C adaptor. Power cord of the Owl should be plugged in.

- Create meeting room and set the Owl as the speaker and microphone.

(Zoom)  (Teams)
Audience in the room

- Mute speakers and set microphone volume to zero if you intend to connect to the online meeting room while present in the physical meeting. This is needed in order to avoid audio feedback that will happen when there are multiple speakers and microphones in a room.
- Audience not in the room can participate as usual (Speaker on, mute and unmute yourself when necessary).