**TECHNICAL DETAILS FOR HYBRID LECTURES AND TROUBLESHOOTING!**

* RELIABLE WIFI IS ESSENTIAL IN THE VENUE
* *The lecturer will be in the venue and the talk streamed ‘live’ using zoom to the audience at home.*
* *Please always do a test session before the meeting.* 
  + *Ensure you have someone offsite with their computer so they can test the zoom sound and vision – and make a note of any questions so you can feed them back to the lecturer.*
* *Only the society or venue laptop should be used as it will already be set up with the latest zoom app.*
  + *It helps if the lecturer sends their presentation to you before the day of the meeting*
  + *Ensure any software updates (zoom, powerpoint etc) have been completed.*
  + *Ensure the powerpoint slide show is not on ‘presenter view’ as this will show everyone using zoom the actual ‘presenter view’ (with notes)- not just the slides.*
* *Ensure the lecturer’s presentation is already downloaded to the desktop of the laptop before setting everything up.*
* *Turn off the laptop before starting the following stages:*

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1. Set up the projector and turn it on.
2. Connect the projector to the laptop
3. Turn on the power on the laptop
4. Connect webcam / microphone to laptop
5. Open zoom app using requisite account name and password
6. In zoom, click the camera icon (bottom left corner) and select the webcam.
7. In zoom, click the microphone icon (bottom left corner) and select the webcam / microphone
8. Open the powerpoint presentation so it is viewable on the laptop desktop as full screen & viewable with the intro slide on the venue screen.
   1. The lecturer should be able to use the laser pointer to progress the slides from the home slide.
   2. To get the powerpoint laser pointer, right click on the slide > select ‘pointer options’ > select ‘laser pointer’. The speaker will be able to move the pointer with the mouse.
   3. Use ‘N’ or space bar to progress slides.
9. In zoom, click Share Screen  in the zoom meeting controls.
10. If the lecturer can’t click the next slide in the presenation, click back to the powerpoint app and click the **Slide Show** tab.
11. With zoom as a webinar, you need to click ‘start webinar’ at a few minutes before the lecture starts. That allows everyone on zoom to see the intro slide of the lecture. NOTE: this means everyone on zoom can hear anyone speaking near the microphone!!
12. When lecturer is ready, begin the presentation by selecting the **Play from Start**

*Note: laser pointer will only be visible on the venue screen, not on zoom. Lecturer needs to verbally explain what he is ‘pointing’ to so zoom viewers know where to look.*

*Also, the lecturer needs to stay within the area of the webcam so people at home can see them.*

Set up the sound for the speaker in the venue as normally done.

*Many societies have purchased a Logitech webcam with microphone. Note: there are other webcams available.*

[*https://www.logitech.com/en-gb/products/webcams/c920-pro-hd-webcam.960-001055.html*](https://www.logitech.com/en-gb/products/webcams/c920-pro-hd-webcam.960-001055.html)

*Note: if your venue has unreliable WiFi, look into purchasing a mobile wifi device on offer from Vodafone and EE (whichever provider covers your venue’s location). These small ‘routers’ are easy to use and give a reliable 4G coverage.*

***TROUBLESHOOTING:***

1. Please check the laptop, webcam and lecturn light are all plugged in correctly. It pays to double double check this.
2. There is sometimes a disconnect between zoom and the laser pointer

* The problem is the first slide change always has to be done on the computer. *The presenter has no control over the PowerPoint presentation until the first slide is changed using the mouse or keyboard on the computer*.
* Once the first slide is changed, then the clicker works normally. This problem occurs when the screen is normally shared in Zoom and also when sharing using the "Share PowerPoint as a virtual background" feature.

1. If there is a break for lunch etc. people watching at home sometimes can’t see the slides moving to the next slide
   1. Click ‘Share screen’ to close it
   2. Click ‘Share screen’ so it opens again.
2. If there is a lunch break, it really helps to ensure there is a ‘rolling’ presentation available to play during the lunch break so zoom does not ‘go to sleep’.
   * 1. This is an opportunity to promote your lectures, visits and study days.

#### NOTE: For webinars, ensure Q&A is turned off in settings when booking the session and on the day, turn off ‘reactions’ so there will be no raised hands.

#### In webinar control menu, click ‘Participants’

#### In bottom right corner of the ‘participants’ panel, click ‘More’ and disable.

#### Please ensure you have someone at the back of the room who has joined the zoom lecture on their laptop. This way they can monitor how everything is going for those people watching the lecture on zoom.