

# Hybrid Program Setup

## Items Needed for a Hybrid Program in the Large Meeting Room

All items can be found in the Hybrid Equipment Box in the Large Meeting Room Audio Closet, unless otherwise noted below. See page 9 for equipment images.

- 2 Laptops with Zoom installed (Signed out from IT)
- HDMI Cable (on Large Meeting Room Podium)
- Scarlett USB Interface
- Tripod
- Webcam
- USB Extension Cable
- 2 XLR Cables (on Large Meeting Room Podiums)
- XLR Splitter (In bag with Scarlett)
- 2 microphones, lapel and/or handheld (Note: only the handheld is needed for programs with a virtual presenter)
- Headphones (please use personal set, if you have one)

## Equipment Setup Instructions

### Equipment Setup for Programs Using the Projector

See next section for instructions on in-person programs not using the projector.

1. Power on the Presenter Laptop on the podium at the front of the room and the Staff Laptop on the table at the back of the room.
2. Using the small control display at the front of the room (West Wall), power on the Large Meeting Room AV equipment. When it asks for a password, just click enter.
3. On the control display, go to Utilities and click the down button next to Screen and the on button next to projector.
4. Connect the presenter laptop to the HDMI port in the West Wall (below the projector screen) using the HDMI cable from the podium.
5. On the control display, click Utilities or Home to return to the main screen. Click Present, select Projector, then select West Wall HDMI.



6. Connect the Scarlett USB Interface to the Presenter Laptop using the supplied USB A to USB C cable (found in the Scarlett box).
7. Locate the ALS Output port in the black media cabinet near the closet on Meeting Room A's North Wall. There is a photo of a concert below it. Connect the female end (labeled media cabinet) of the XLR Splitter to the ALS Output.
8. Connect the male end of the XLR Splitter labeled Scarlett to the female end of the first XLR cable.
9. Connect the male end of the first XLR cable to the Scarlett USB Interface Input 1 (left).
10. Connect the remaining end (m) of the XLR Splitter (labeled ALS Box) to the female end of the second XLR cable.
11. Connect the male end of this XLR cable to the ALS control box and put the box on top of the podium next to the media cabinet.
12. Plug the power cord (box 1) into the back of the ALS control box and then into the wall outlet.
13. Attach the antenna (box 1) to the top of the ALS control box. Extend to full length.
14. Power on ALS control box.
15. Set up the tripod in the center aisle, a few feet further forward than the first row of seats, and attach the webcam to the top, with the webcam facing forward.
16. Connect the webcam to the Presenter Laptop using the silver USB extension cable.
17. Proceed to Zoom Setup.

### Equipment Setup for Programs Not Using the Projector

Due to the location of the necessary technology, hybrid programs that do not use the projector will still use the hybrid setup layout, but will face the Mondopad (East wall) instead of the projector screen (west wall). You will only need 1 laptop for this setup.

1. Power on the Staff Laptop on the table at the back of the room.
2. Using the small control display at the front of the room (West Wall), power on the Large Meeting Room AV equipment. When it asks for a password, just click enter.
3. Connect the Scarlett USB Interface to the Staff Laptop using the supplied USB A to USB C cable (found in the Scarlett box).
4. Locate the ALS Output port in the black media cabinet near the closet on Meeting Room A's North Wall. There is a photo of a concert below it. Connect the female end (labeled media cabinet) of the XLR Splitter to the ALS Output.
5. Connect the male end of the XLR Splitter labeled Scarlett to the female end of the first XLR cable.
6. Connect the male end of the first XLR cable to the Scarlett USB Interface Input 1 (left).
7. Connect the remaining end (m) of the XLR Splitter (labeled ALS Box) to the female end of the second XLR cable.
8. Connect the male end of this XLR cable to the ALS control box and put the box on top of the podium next to the media cabinet.
9. Plug the power cord (box 1) into the back of the ALS control box and then into the wall outlet.
10. Attach the antenna (box 1) to the top of the ALS control box. Extend to full length.
11. Power on ALS control box.

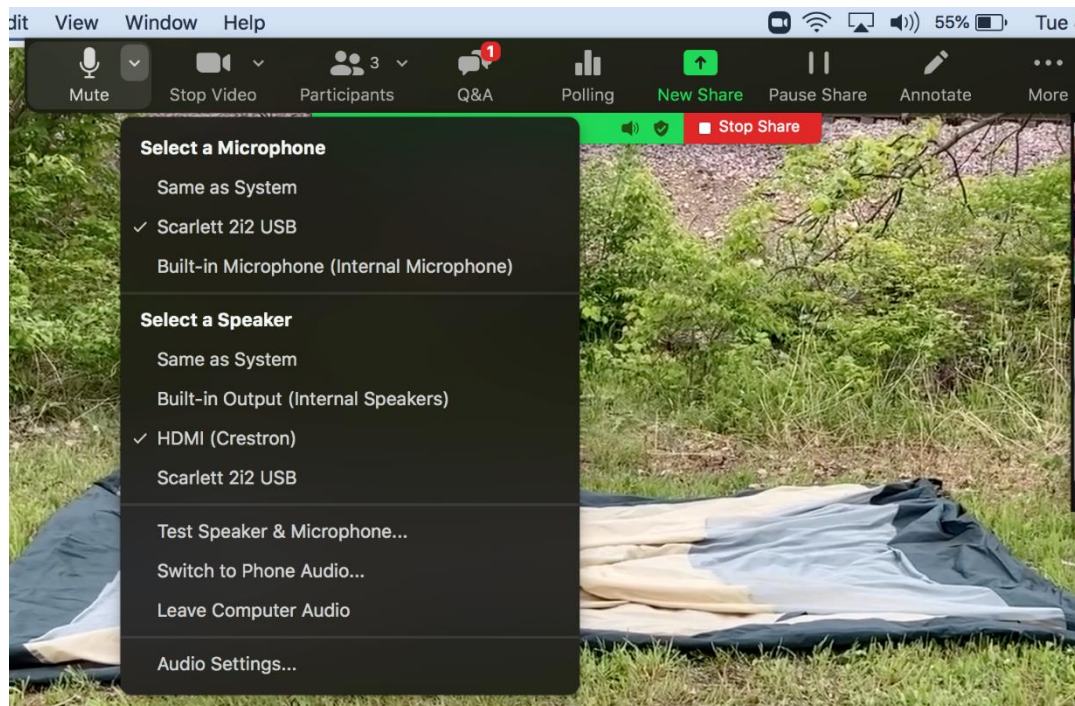
12. Set up the tripod in the center aisle, a few feet further forward than the first row of seats, and attach the webcam to the top, with the webcam facing forward (toward Mondopad).
13. Connect the webcam to the Staff Laptop using the silver USB extension cable.
14. Proceed to Zoom Setup.

## Zoom Setup Instructions

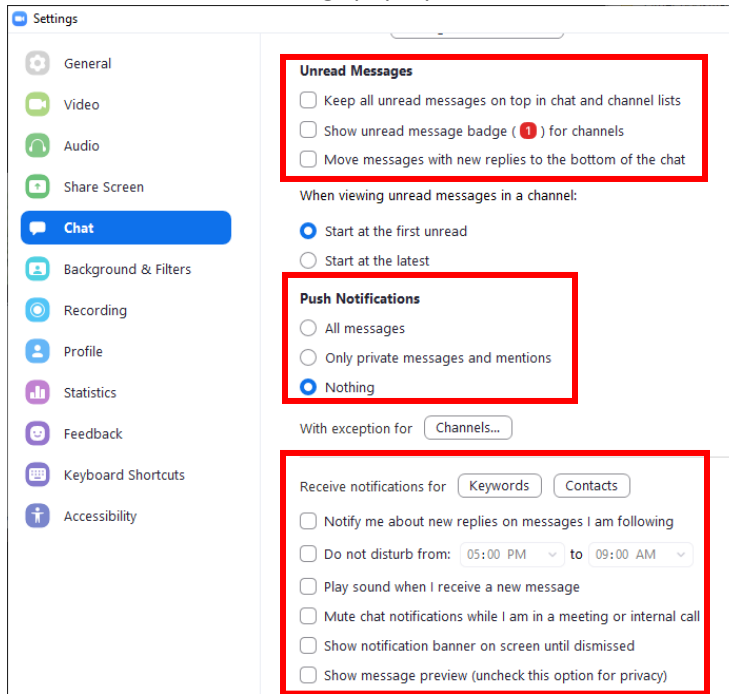
### Zoom Setup for Programs Using the Projector

\*If presenter is virtual and has slides or video, they will need to do steps 9-11 on their end.

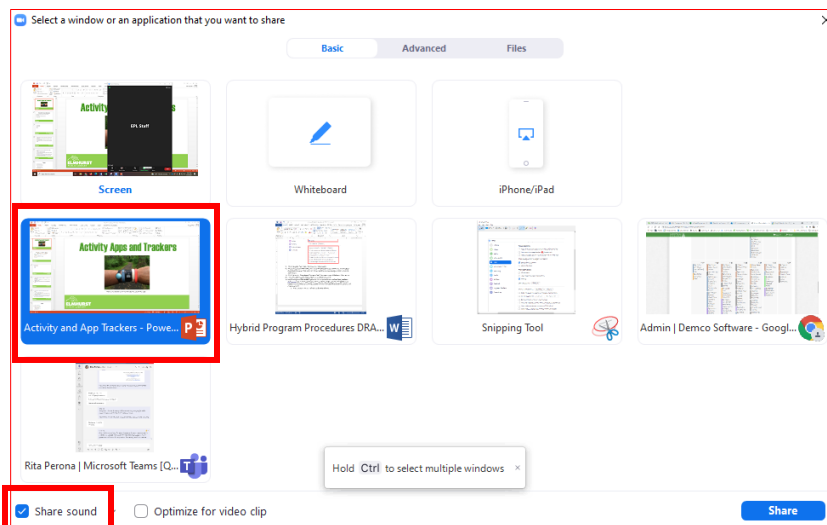
1. Open Zoom on the Staff Laptop and log into the programming account.
  - a. If using the website, go to Webinars on the side menu.
  - b. If using the app, click Meetings on the top menu if you do not see the program on the home screen.
2. Click "Start Webinar" next to the correct program title. Zoom will open in a practice session.
3. Mute the microphone and turn off your camera.
4. From the Presenter Laptop, open Zoom and log into the programming account and click "Join" next to the webinar in-progress.
5. Click the arrow next to Microphone on the Zoom toolbar (see image below).
  - a. Microphone Input should be Scarlett
  - b. Speaker Output should be Crestron (HDMI)
  - c. Note: Zoom participants (and virtual presenters) will only be able to hear you/presenter when you/presenter use one of the wireless microphones.



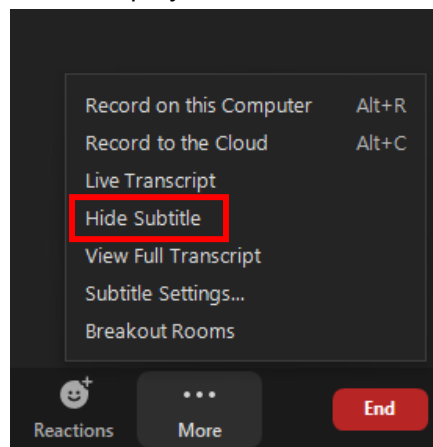
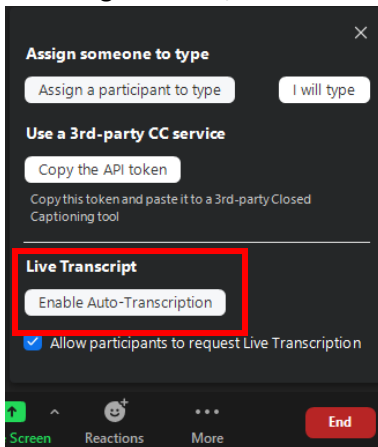
6. Click the arrow next to the Camera on the Zoom toolbar. Video/Camera Source should be the HD Webcam.
7. Still in the Zoom Camera menu, select “Video Settings.”
8. On the sidebar of the pop-up window, click “Chat.”
  - a. Unselect all of the options under “Unread messages” and “Receive notifications for.”
  - b. Change “Push Notifications” to “Nothing.”
  - c. Close out of Settings pop-up.



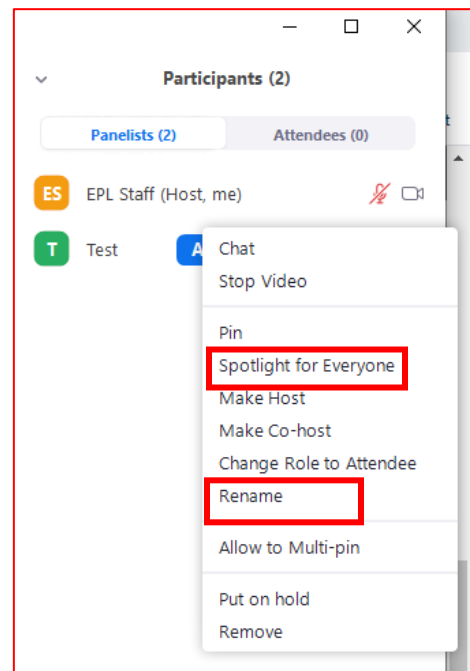
9. \*Click the green “New Share” button on the Zoom toolbar.
10. \*From the pop-up screen, select the window for whichever screen needs to be shared (likely PowerPoint or video). If the presenter will be switching between multiple screens, select the desktop view.
11. \*Click the box for “Share Sound” located in the bottom left corner of the Screen Share Menu.



12. On the Presenter Laptop, click the Microphone button to unmute.
13. Plug in headphones to the Staff Laptop and ask the speaker to turn on their lapel/handheld microphone to test sound and check that you can hear through both the room speakers and headphones. If everything is working, speaker can turn off the lapel/handheld microphone until ready to present.
  - a. If the speaker is virtual, staff will test the microphones.
14. Turn on closed captioning by clicking the CC button on the Zoom toolbar and clicking “Enable Live Transcript” (the third option on the list). If you do not see this button, click the “More” button (3 dots) or try on the other laptop.
15. On the Presenter Laptop, close the notification that Live Transcription has been enabled.
16. Click the CC button again and click “Hide Subtitles.” This will make subtitles available to those watching on Zoom, but will not show them on the projector screen.



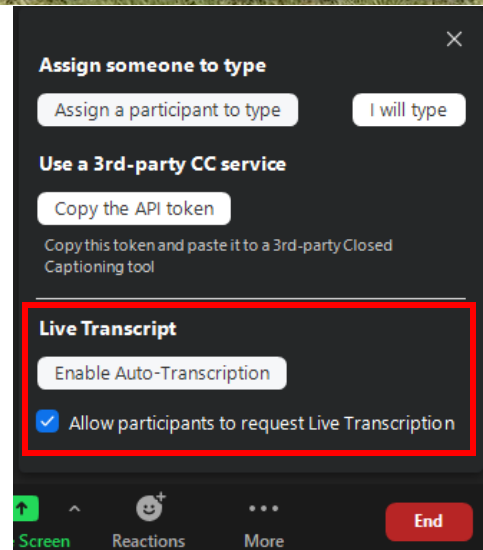
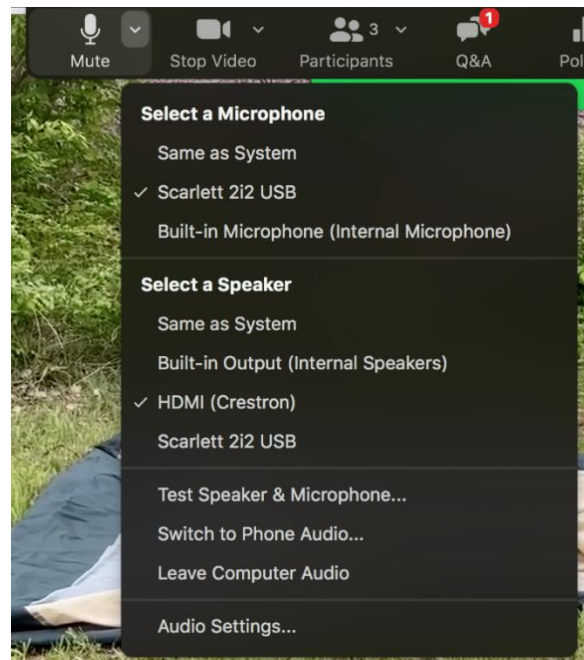
- 17.
18. On the Zoom Toolbar, click Participants. You should see at least two (EPL staff on each laptop, a third for presenter if they are virtual).
  - a. Click the More button next to your user and select Change Name. Change the text to “[Your Name], EPL Staff” (minus quotation marks).
  - b. Click the More button next to the presenter’s user and select Change Name. Change the text to the presenter’s name. If presenter is virtual, you will need to wait until after they sign on.
19. Still in the Participants window, click on the “More” button next to the Presenter’s user and click “Spotlight for Everyone.”
  - a. If presenter is virtual, wait to do this step until after you have introduced the speaker.
20. In the top left corner, click “View,” then select “Full Screen” from the menu.
21. On the Zoom toolbar, click “More,” then select “Hide Floating Menu.” This will prevent the toolbar from covering the slides.



22. When you are ready to make the webinar live for the virtual audience, use the Staff Laptop to click the “Start Webinar” button at the top of the screen.
23. If the program is set to automatically record, you will hear a voice saying “Recording In-Progress” over the speakers. If a program is supposed to be recorded, but does not do so automatically after clicking “Start Webinar,” click the record button now.
24. Proceed to Running a Hybrid Program.

### Zoom Setup for Programs Not Using the Projector

1. Open Zoom on the Staff Laptop and log into the programming account.
  - a. If using the website, go to Webinars on the side menu.
  - b. If using the app, click Meetings on the top menu if you do not see the program on the home screen.
2. Click “Start Webinar” next to the correct program title. Zoom will open in a practice session.
3. Click the arrow next to Microphone on the Zoom toolbar.
  - a. Microphone Input should be Scarlett
  - b. Speaker Output should be Crestron (HDMI)
  - c. Note: Zoom participants (and virtual presenters) will only be able to hear you/presenter when you/presenter use one of the wireless microphones.
4. Click the arrow next to the Camera on the Zoom toolbar. Video/Camera Source should be the HD Webcam. You should see a camera view of the room and MondoPad.
5. Plug in headphones to the Staff Laptop and ask the speaker to turn on their lapel/handheld microphone to test sound and check that you can hear through both the room speakers and headphones. If everything is working, speaker can turn off the lapel/handheld microphone until ready to present.
6. Turn on closed captioning by clicking the CC button on the Zoom toolbar and clicking “Enable Live Transcript” (the third option on the list). If you do not see this button, click the “More” button (3 dots).
7. On the Zoom Toolbar, click Participants. Click the More button next to your user and select Change Name. Change the text to “[Your Name], EPL Staff” (minus quotation marks).



8. When you are ready to make the webinar live for the virtual audience, use the Staff Laptop to click the “Start Webinar” button at the top of the screen.
9. If the program is set to automatically record, you will hear a voice saying “Recording In-Progress” over the speakers. If a program is supposed to be recorded, but does not do so automatically after clicking “Start Webinar,” click the recording button now.
10. Proceed to Running a Hybrid Program.

## Running a Hybrid Program

After letting in-person attendees into the room and clicking “Start Webinar” to allow virtual attendees into the Zoom webinar, follow these steps for running the program.

1. Make sure the webcam is turned on and point the camera towards the front of the room (towards the projector screen in most programs, the Mondopad for in-person speakers not using the projector). Stand at the front of the room, facing the camera and audience.
2. Using a handheld microphone, welcome attendees and promote programs and/or give short book talks as usual.
3. Read the Hybrid Program Intro script that can be found in the Programming OneDrive, Bookmarks Page, and on the shared drive at S:/Programming Information.
4. If provided, read an introduction for the speaker. Mute your microphone when done.
5. Turn presentation over to the speaker, who can unmute their microphone at this time.
6. From the Staff Laptop, type this into chat (sending to all attendees): If you have any technical difficulties, please call the Library’s reference desk at (630)279-8696 or chat with us at <https://elmhurstpubliclibrary.org/ask-librarian/>
7. Conduct program as usual until presentation is ended and it is time for Q&A. Keep an eye on the Zoom chat throughout the program.
8. Turn on the handheld microphone. Read Q&A section of Hybrid Program Intro script.
9. If there are questions on Zoom, read these aloud into the microphone. If there are questions in person, pass the microphone to the attendee before they ask their question (especially important if speaker is virtual) OR ask the Presenter to repeat the question before answering. Do your best to keep an eye on the room and the Zoom Q&A at the same time.
10. When the program is over, use the Staff Laptop to click “End Webinar” on the Zoom Toolbar, then “End Webinar for All.” Close out of Zoom.
11. The chat will automatically save to the Staff Laptop and, if being used, the Presenter Laptop. The window showing the file should open automatically. On the Presenter Laptop, move the folder into trash.
12. If there were patron comments in the chat, use the Staff Laptop to email the chat file to Jez. After you have completed this—or if there are no comments—move the folder into trash.
13. Begin shutting down and putting away equipment.
14. Use the technology cleaning wipes to wipe down the Presenter Laptop and both microphones.
15. Completed paper evaluations can go in the tray on the shelf at Jez’s desk. Please paperclip the evaluations together and write the program name and date on the top page so they do not get mixed in with other evaluations.
16. If your program was recorded, please remember to let Jez know how long the recording can be made available and if it should be posted publicly or unlisted.

## Troubleshooting

### Laptop is connected to wall via HDMI, but no image is appearing on the screen

- Check if projector is on. If not, use the control screen to select utilities and click ON next to projector. It needs 1-2 minutes to warm up.
- Double-check all connections of HDMI cord, including the connection of the adapter to the wall port.

### Audio from Microphone being played to Zoom Audience is too soft

- Check to make sure the microphone is on and functioning within the physical Large Meeting Room.
  - Adjust the gain control knob found on the front of the Scarlett DAI, turn the dial to the right to increase the volume. Turn to the left to decrease the volume.
- Adjust the location/direction of the microphone to better reach the presenter's voice.
- Check audio settings and increase microphone output volume using the room Control Display.

### Audio from Screen Share being played to Zoom Audience is too soft

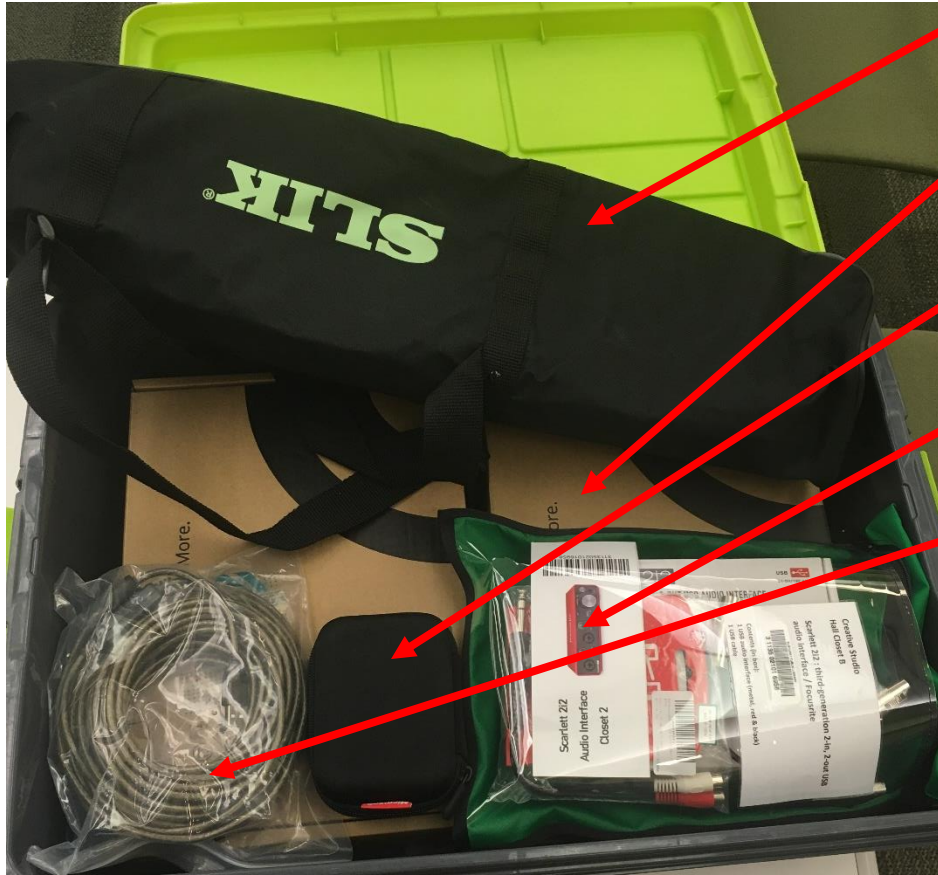
- If the volume from a video being screenshared is too quiet on Zoom, but okay in the room and the speaker's microphone is a good volume, adjust the volume on the Speaker Laptop, *not* room volume.

### Presenter Laptop will not connect to the webcam

- There have been a couple of times where Zoom has given us an error message when trying to connect the webcam to the Presenter Laptop (windows). The silver USB extension cord is long enough to reach to the back of the room. Run the cord along the north wall, out of the way of patrons, and connect to the Staff Laptop in the back. You may need to move the staff table closer to the north wall.
- Leave the microphone muted in Zoom on the Staff Laptop, but enable the camera.
- Disable the camera in Zoom on the Presenter Laptop, but leave the microphone on.



# Equipment Photos



- Tripod
- Assistive Listening System (2 boxes)
- Webcam
- Scarlett + XLR Splitter
- USB Extension Cord



Scarlett USB Interface + XLR Splitter



XLR Cable

Tripod & webcam

Podium & Presenter Laptop

Assistive Listening System

Media Cabinet



USB Extension Cord

Scarlett

XLR Cable

XLR Splitter