# PART 1: PODIUM SETUP (Launch Zoom, Share Screen, Start PowerPoint)
## CAUTION: Complete steps 1-14 before the Moderator Laptop logs into meeting

1. Projector screen "ON" (black box)
2. Press and light "OLLI COMPUTER" (black box)
3. Press and light "STAGE WIDE" (black box)
4. Power on two monitor screens (podium)
5. Power on keyboard and mouse (podium)
6. Launch Zoom (left screen)

Note: See back of this sheet if Zoom looks like this...

7. Select "OLLI Presentations" (left screen)
8. Select "Start" (left screen)
9. Click "OK" to record (Zoom pop-up)

Note: Waiting room is automatically disabled

10. Verify mic and camera icons look like this (no red lines)
11. If presenter is remote, flip to back of this sheet, otherwise continue...
12. Click "Share Screen" button (Zoom control panel)
13. Check box "Optimize for video clip" (Zoom pop-up)
14. Click "Share" button (Zoom pop-up)

Note: Now it is OK to start Zoom meeting on Moderator Laptop

15. Copy USB file to right screen. Eject USB, return to presenter.
16. Launch PowerPoint (right screen)
17. Click on "Slide Show" in top menu. Verify "Monitor" set to "Primary" and "Use Presenter View" box checked.
18. On Slide Show tab, click "From Beginning."

Note: You should share "Screen 1" (the default)

Optional: Tap "v" below to select stereo sound

NOTE: If "Presenter View" box cannot be checked, go to "Set Up Slide Show" tab, select "Presented by a speaker (full screen)" to correct.

**This meeting is being recorded.**
To be able to turn on your audio and video, please acknowledge you want to stay in this meeting.
OK    Leave meeting

TO END MEETING: 1) Close PowerPoint and any other apps: Press "ESC" on keyboard, then click on "X" in upper right corner.
2) End Zoom session: Click red "STOP SHARE," Click red "END" button, then "End Meeting for All."
3) Close the feedback form by clicking X in the upper right corner. 4) Projector screen to "OFF." 5) Shut off monitors, mouse, keyboard.

# PODIUM SETUP WITH A REMOTE SPEAKER:

**Remote speaker must be logged into OLLI Zoom meeting using the following:**

Login credentials for remote presenters:

➤ Meeting ID: 976 5350 1928

➤ Passcode: FALL  (Note: "FALL" is typed all uppercase)

Alternative auto login Link:

https://ucidce.zoom.us/j/97653501928?pwd=UVVoQmE5Wm5WYlgrL0taTmVmaGcvZz09

**1** First, perform steps 1- 10 on other side of this sheet, then come back here

**Note: After step 10 on other side of this sheet, it is ok to start Zoom meeting on Moderator Laptop**

**2** Click on the "Participants" tab. In the list:
1. Click over name of remote presenter
2. Click on the three dots on far right next to name
3. Click on "Make Co-host."

Chat
Ask to Start Video
Pin
Make Host
Make Co-host
Rename
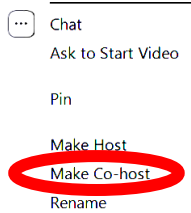
**3** Ask presenter to turn on microphone and camera (if not already on)

**4** Ask presenter to share their screen:
1) Remind presenter to check the "Share sound" box and
2) If they have embedded video, have them check "Optimize for video clip" box before starting share

**5** Drag Zoom window to the right screen (if not already there)

**6** In upper right corner click on "View" and then select "FULL SCREEN"

**7** In upper right, click on "View," then select "SIDE-BY-SIDE: GALLERY"

**8** Left click on picture of presenter, then right click and select "SPOTLIGHT FOR EVERYONE" or "PIN" if SPOTLIGHT is not available. Note: SPOTLIGHT needs 3 or more participants on Zoom call.

**9** Grab image divider and slide to enlarge speaker to about 1/3 screen

# PROCEDURE TO LOG INTO ZOOM:

**If Zoom looks like this, you are not logged into Zoom:**

zoom
Join a meeting
Sign up
Sign in

1) Click on "Sign In".

2) Login with following (password is case sensitive): ➤

**Email: OLLI@UCI.EDU**

**Password: Osher4662**

3) Click on "Sign In."

Q Search   Ctrl+F   Home   Meetings   Team Chat   More

4) Click on "Meetings" in top menu.

5) Continue from instruction #7 on other side.

6:25 P
Monday, April 15
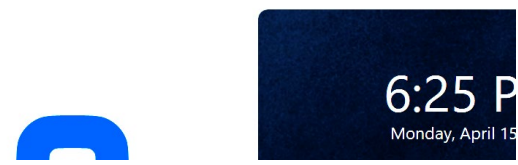
# SEND THIS INFO TO REMOTE SPEAKER

**Remote speaker should:**

1) Run PowerPoint presentation on their own computer.

2) Log into Zoom meeting 30 minutes prior to meeting start time.

3) Share screen as follows:
   1) Click on green "Share Screen" at bottom of Zoom
   2) Click on two boxes "Share Sound" and "Optimize for Video clip."
   3) Accept to share the default window, usually "SCREEN."
   4) Click blue "Share" box.

# EXTRA STUFF… SETTINGS FOR TROUBLESHOOTING ZOOM CAMERA OR MIC ISSUES:

Video camera should be set to: "USB3.0 4K30" (classroom overhead camera).
Audio microphone should be set to: "Line In (Synaptics HD Audio)"
Audio speaker should be set to: "Extron HDMI (Intel Display Audio)"