Midlothian Friends Meeting
Integrating TVs, Computers, Zoom, & Meeting Owl Pro Together for a Unified Meeting

A. Five Things Needed

a. One person who is assigned to schedule and host a *Zoom* session from any location.
b. Either the person acting as host ('a' above) - doing so from the meetinghouse; or a different person willing to join the online *Zoom* session as a participant from the meetinghouse on behalf of all in-person worshipers at the meetinghouse.
c. At least one computer located at the meetinghouse that has an HDMI port, along with a connection (wired or wireless) to the internet router that is housed in the meetinghouse office.
d. At least one TV at the meetinghouse with an HDMI port (more than one can be used – see below).
e. *Meeting Owl Pro* that is located at the meetinghouse, in order to tie those participating online through Zoom with those participating in-person at the meetinghouse.

B. Actions That Must Occur

Schedule and then host the needed *Zoom* session

- From any location, any Friend may schedule and host the *Zoom* session using their own *Zoom* account - just as they would do for any other *Zoom* session they might schedule and host from their home. If needed, this hosting can be done from the meetinghouse computer (that is connected to the WiFi). For worship, the hosted Zoom session should use these particular settings to facilitate the traditional characteristics of Quaker worship:
    - Enable participants to join the Zoom worship session ***before*** the Host is enabled. That allows worshipers to join a meeting for worship even if the host hasn't signed on yet.
    - Turn off the *Waiting Room* feature so worshipers can join meeting for worship without needing host intervention. This will also allow Friends to join worship even if the host hasn't signed on yet, and it should eliminate the audio bell notification if someone joins worship late.
    - Default the participants' microphones to be on (unmuted) upon entry into worship session. Only mute a participant's microphone during the worship session if there is a disturbance coming from their location.
    - Default the Zoom worship session so that the passcode is embedded (encrypted) in the link that will be sent to participants.
- If it is a MFM-wide event (such as worship), ask the *Quaker Town Crier editor* to email your announcement to Friends.

Prepare the Meetinghouse for the *Zoom* session

- Decide which TV in the meetinghouse you will use for the in-person *Zoom* session. Note that the large TV (65") in the worship room has HDMI and USB cables wired in the wall from the worship room to the meetinghouse office, so the computer in the office can be used for an in-person *Zoom* session in the worship room . Alternately, a stand-alone computer can be placed closer to the large TV in the worship room; however, then the HDMI and USB cables wired in the wall can't be used. Extra cables (just for this situation) are kept in the Committee Meeting Room in the small cabinet.
- Ensure that the HDMI cable that is plugged into the TV is also plugged into the computer in the meetinghouse (either from the office or stand-alone) that will access the *Zoom* session either as the host or a participant ('a' or 'b' above).
- Ensure that *Meeting Owl Pro* in the meetinghouse worship room is plugged into an electrical outlet (it should be left plugged in at all times so it may receive software updates occasionally). Also, ensure that the USB cable from the *Meeting Owl Pro* is plugged into the same computer as the HDMI cable.
- If using the worship room TV, you may need to use the remote's ***home*** button, and then scroll the TV over to ***Computer***.

Check Computer and *Zoom* Settings at the Meetinghouse

- Ensure that the *Zoom* session from the meetinghouse computer (whether it is the host or a participant session) has both the video and audio settings shown as coming from the *Meeting Owl Pro,* and the *Zoom* audio setting is set to unmute (in-person participants can't unmute whenever needed).
- If a second participant *Zoom* session with a separate TV and computer is being used in the library (due to overflow seating), the audio ***and*** speaker for these must be disabled - to ensure that no echo and feedback noise

occurs. When joining that second Zoom session, do so WITHOUT audio (i.e., do not select the button “Join With Computer Audio”; just close that window). The audio from that second TV may also need to be disabled in the TV’s settings, as well as possibly the audio and speaker in that second computer’s settings. **The goal is for the second *Zoom* session to only get its audio *and* speaker capability by piggybacking on the audio and speaker of the *Meeting Owl Pro* device that is used by the first *Zoom* session in the worship room.** If the second computer is using an alternative webcam for a wide-angle view on Zoom, then that computer’s webcam setting must also be changed to use it.