How to Hybrid in Small Groups

This is a how-to conduct meetings at OCUUC between those that are in the room ("Roomers") and those that are on Zoom ("Zoomers").

Facilitation

<u>Understanding Facilitation and Participation for Zoomers and Roomers</u>
- This hybrid system will take a while for everyone to get used to. Please be patient with your facilitator, the group members, and with the technology. It took a while for us to get used to having everyone on Zoom and it will take time for everyone to get used to how to do hybrid groups.
- Everyone has different comfort levels with being in person. There may be comfort differences around fear of contagion, but also around driving at night, having kids at home, or just being too tired to drive to the church. Please be inclusive and compassionate even if one person does not want to meet in person or vice versa.
- If you have a split group of Zoomers and Roomers, please understand that being on Zoom will not feel the same as being in the room with others. Zoom allows only one camera to be "live" (sound coming from it) which means that if there are a bunch of people in the room speaking, the Zoomers can feel cut off and can't chime in. The facilitators will need to mitigate this by:
    - having chat open for Zoomers to "talk" to one another
    - having the facilitator and their assistant look for hands raised
    - Reminding everyone to check in with the Zoomers.

<u>Facilitators:</u>
- will all be trained in how to set up Zoom in Victoria Room or Suite 4. If they do not feel comfortable setting up the computer for their meeting, then it is their responsibility to find someone in the group who is.
- should assign an assistant to monitor the Zoom Chat and look for raised hands. Assistants can offer, at appropriate times, "Jane Doe has a question or comment to make."
- should try to use a Round Robin style of interaction, alternating with Zoomers and Roomers
- should check in periodically to ensure that the Zoomers can hear what they and others are saying.
- will encourage Roomers to speak slowly and clearly.

Technology: How to set up Zoom in Suite 4/Victoria Room

The computers in these rooms use only the big monitors as their monitors, so they work just like a home Windows computer with a really big monitor. You use the wireless keyboard and mouse as usual.

Turn On Equipment
- Turn on the TV.
    - Suite 4: Power button is on left side of TV
    - Victoria Room: Use remote control
- Check cable connections on the computer:
    - HDMI cable from TV connected to "HDMI Out" port
    - Cable from camera connected to "Camera Input" port
    - Cable from audio interface (box with manufacturer's name "behringer") connected to "Ceiling Mic Input" port
- Turn on the computer.
    - Press "Power On/Off" button
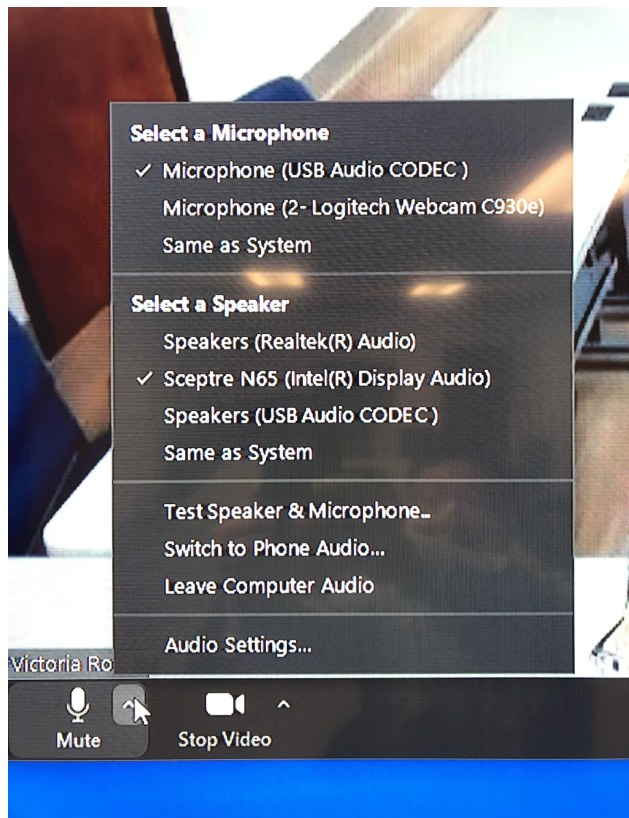

Log In To Computer
- Log in to account "OCUUC GUESTS"
    - Password is: Welcome!
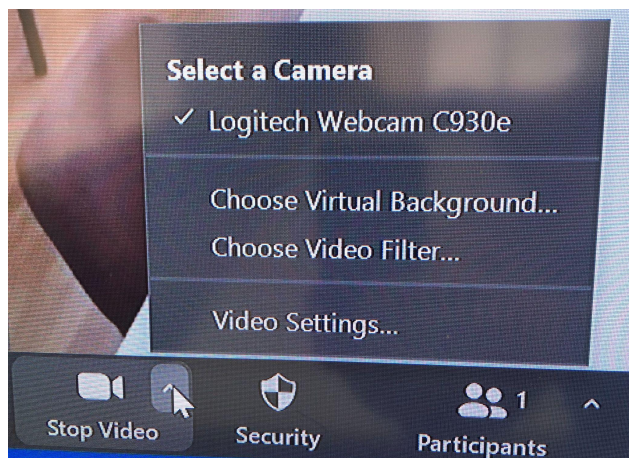
<u>Start Zoom</u>

- Click on the Zoom icon in the Windows Taskbar at the bottom of the screen.
- It is not necessary to log into Zoom. Use your meeting ID to sign in. Be sure to "Claim Host" if you are the host.
- If you are starting an unscheduled meeting, you will need to log in. Be sure to log out when you are done.
- Feel free to change the name of the site as you sign into a meeting. Victoria Room or Suite 4 may be most appropriate.
- Use Zoom the way you would normally use Zoom.
- The meeting number for worship services is 393 157 9606.
- Check the Zoom Audio to ensure that the "Microphone" is the "USB Audio CODEC"; the "Speaker" is the speaker on the TV.
- NOTE: The overhead mic used in both Suite 4 and Victoria Room is sensitive and catches everything, including the toilet flushing in Suite 4!
- Here is a picture of the Zoom audio options from Suite 4 with the recommended options selected:

- Here is a picture of the Zoom audio options from Victoria Room with the recommended options selected:

Select a Microphone
- ✓ Microphone (USB Audio CODEC)
- Microphone (2- Logitech Webcam C930e)
- Same as System

Select a Speaker
- Speakers (Realtek(R) Audio)
- ✓ Sceptre N65 (Intel(R) Display Audio)
- Speakers (USB Audio CODEC)
- Same as System

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio

Audio Settings...

Victoria Ro

Mute   Stop Video

- Check the Zoom Camera to ensure that the "Camera" is the "Logitech Webcam C930e". This picture of the video camera options is the same in both Suite 4 and Victoria Room:

Select a Camera
- ✓ Logitech Webcam C930e

Choose Virtual Background...
Choose Video Filter...

Video Settings...

Stop Video   Security   Participants

<u>When You Are Done With Your Meeting</u>
- Log out of your Zoom account if you logged into a Zoom account.
- "Shut down" the computer. (Click Windows icon -> click "Power" -> click "Shut down")
- Turn off the TV.
- Return keyboard and mouse back to table beneath the TV.

<u>Victoria Room only</u>
If you have a large meeting, you may want to use the second computer for better visibility. It is the one on the cart.
- Log in to the laptop and Zoom as you normally would. The camera on the laptop will be a second view, and will be an additional tile on Zoom.
- Turn off Internet sound in Zoom so you do not get feedback from the other monitor. The sound pickup will have to be only from the overhead mic.
- Please be sure to log off and shut down when you are done.

Troubleshooting

- If the overhead mic is too loud to other participants, and the "Automatically adjust microphone volume" is checked, but not effective, turn down the "Mic Gain" on the Behringer audio interface.

- If the other participants cannot hear any sound through the overhead mic, check the following on the Behringer audio interface:
    - Check that the XLR connector (connector with 3 pins) is plugged into the front of the audio interface ("From Ceiling Mic" port)
    - Check that the USB cable is plugged into the back of the audio interface and that the "Power" light in front is lit.
    - Check that "48V On" is pressed. Check that the "+48V" light in front is lit.
    - Check that the "Mic Gain" and "Output" knobs are set to maximum (full clockwise)
- If something isn't working, please let our Administrator know at admin@ocuuc.org.