

Video Conference Instructions

Hardware

Typical set-up, some venues may vary!

1. Webcam - provided by Builders
2. USB extender - provided by Builders
3. HDMI adapter - to connect to the HDMI Cable - provided by you
4. Computer - provided by you
5. TV and HDMI Cable - provided by the venue
6. Charger for your computer

Set-Up

1. Connect your computer to the big-screen TV using the venue HDMI cable and your HDMI adapter.
2. Connect your Webcam along with the USB extension cable to your computer, and place the camera on top of the TV facing the dinner table.

Hardware Zoom Settings

While logged into a live Zoom meeting:

1. Mic - in the bottom left corner, select the up-arrow icon on the “Mute” button, and under “Select a Microphone” section, choose “Microphone (USB Live camera audio)”
2. Camera - in the bottom left corner, select the up-arrow icon on the “Stop Video” button, and under the “Select a Camera” section, choose “Camera (USB Live camera)”

Zoom Settings

- Be sure to join the correct Zoom meeting according to your time zone
- Select “Gallery View”
- Sit near the TV monitor, with access to your computer
- Mute mic during dinner
- Mute mic during the presentation