

Outline of Tech Care of Meeting

1. Night or morning before meeting
 - a. In a browser, sign in to Zoom.us as communications@burlingtonquakers.org password BFM173NProspect.
 - b. Make sure that "Sound notification when someone joins..." is off. It hasn't been on for weeks, so it'll probably already be OK.
 - c. Go to the bottom of the "profile" pane and click "Sign Me Out From All Devices."
2. Physical Set Up
 - a. If it's cold, turn on the ceiling heating panels (large breaker panel in hallway to bathrooms). Check to be sure the thermostat on the south wall is set at 68 °F. (Someone has been turning it down during the week.)
 - b. Air cleaners? Windows?
 - c. Get out the Owl and computer, plug them in and turn them on.
3. Start the meeting
 - a. Start a browser, sign in to Zoom, in "meetings" tab click start to start Meeting for Worship (544 729 477).
 - b. If the Owl picture isn't showing but you see a blue screen with the Owl logo, click the button on the Owl.
 - c. Make sure "Original Sound" is turned on in Zoom (Upper left corner of screen).
 - d. Spotlight the image of the meeting room.
4. During the meeting
 - a. Watch carefully for remote users joining the waiting room, and let them in.
 - b. Turn the "spotlight" on the meeting room off when someone on Zoom is speaking, turn it back on when they're done.
 - c. Mute users or ask them to unmute as necessary.
 - d. Adjust the microphone and speaker gain as necessary using zoom audio settings.
5. At rise of meeting (after announcements, etc.)
 - a. Click "end meeting."
 - b. Turn everything off and put it away.
 - c. TURN OFF THE BREAKERS FOR THE OVERHEAD HEATING PANELS (if you turned them on).