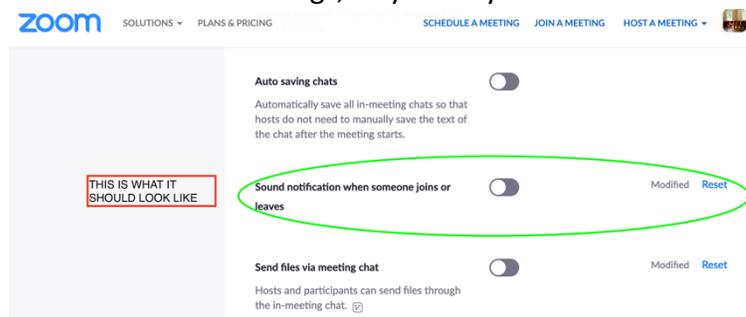


Tech Care of Meeting Procedures

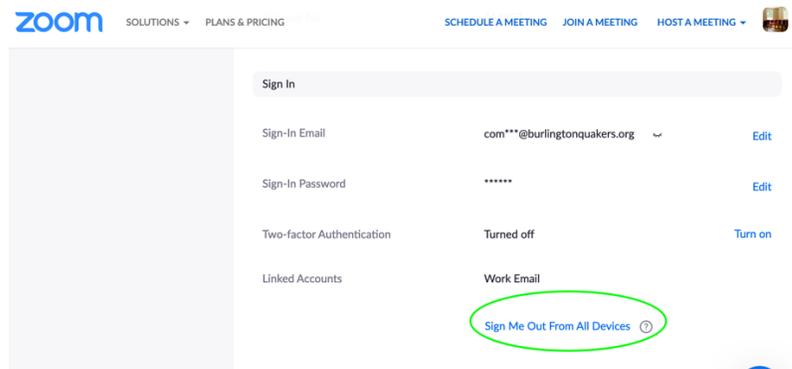
1. Saturday night or Sunday morning before meeting
 - a. Using a web browser, go to zoom.us and sign in as communications@burlingtonquakers.org, password BFM173NProspect.
 - b. Make sure that Zoom isn't using sound to notify you of incoming (and outgoing) users, because those sounds would come from the Owl and disturb Meeting:
 - i. Go to the "Settings" page: After you sign in, on the left side of the window might be a list that includes "profile, Meeting, Webinars, Recordings, Settings, Account Profile," and "Reports;" If so, click "Settings." If not, there should be a grey bar across your window, close to the top; click anywhere in the gray bar, and the list should appear; click "settings.*"
 - ii. The window that comes up should have the options Meeting, Recording, Audio Conferencing, and so on across the top, with "Meeting" underlined and in blue.
 - iii. Scroll down to find "Sound notification when someone joins or leaves." There are a *lot* of settings, so you may have to hunt a bit. (*Shortcut:*



search for word "sound.") When you find it, make sure that it's OFF. (*i.e.*, the "switch" is to the left and is

- black, not blue.) Normally it's off, but it's possible that someone else using our Zoom account (a committee or something) turned it on.
- c. Be sure you are the only meeting host: Sometimes people (*e.g.*, committee clerks) sign on as communications@... and forget to sign off, and so when they join Meeting for Worship they appear as "Burlington Friends" rather than as themselves and sometimes inadvertently become co-host:
 - i. Go back to the Profile window (using your browser's "back" button and selecting Profile at the top of the list on the left) and move down (quite a ways) to the section labeled "Sign In." (Again, you can use your browser's search function.) Click the blue heading, "Sign Me Out From All Devices."

* Whether you see the menu of possible actions or the gray bar seems to depend on the size of the browser window: with a wide window, the menu appears on the left, but with a narrow window, the gray bar across the top appears.



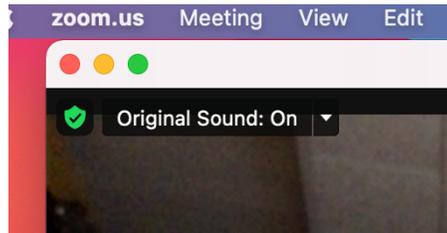
ii. Click OK to confirm.

2. Setup (takes about ½ hour)

- a. If the weather is cool (below about 60 °F), turn on the overhead radiant heaters: in the circuit-breaker box in the hall between the bathrooms, turn on the top double breaker in each of the two rows. The heaters should already be set to the proper temperatures, but check the thermostat on the north wall of the meeting room to be sure it's set at 65° or so.
- b. If it's warm enough (above 65°) outside, open windows (with screens) and doors.
- c. Turn on all three air cleaners to their lowest setting.
- d. Get the Owl and computer out of the cleaning closet. They're in a cardboard wine box currently disguised by having a couple of rolls of toilet paper on top.
- e. Place the Owl in the center of the table in the center of the room and the computer on a back-row chair against the wall so it's due north of the Owl. (There's an electrical outlet at a very convenient place, and the high-speed Internet cable comes out there.) Plug the computer into the wall socket and the high-speed Internet cable into the computer (it'll only fit into the socket where it belongs, so you can't really make a mistake). (Since the computer's battery is unreliable, don't turn it on without plugging it in. If the Magsafe connector should fall off the computer while you're maneuvering around, don't worry, just plug it back in, but don't expect the computer to run on battery for more than a few minutes. It can die with no warning.)
- f. If the cord-protectors with the cords taped into them aren't already in place, get them from where they're stored on the piano and place them so they lead between the computer and the Owl. Make sure the "female" connectors are at the Owl and the "male" at the computer.
- g. Plug everything in (the Owl will hoot) and turn on the computer.
- h. Start the Meeting:
 - i. Using a web browser, go to zoom.us and sign in as communications@burlingtonquakers.org, password BFM173NProspect.
 - ii. Make sure that you're in the "Meetings" tab, and you'll see a list of Upcoming meetings. On the list (probably the first item) should be "Meeting for Worship" with meeting ID 544 729 477. Click on the blue "start" button that appears when you hover over any part of the meeting description (time, name, meeting ID...).

NOTE: Someone will probably start the zoom meeting from their home if it has not been started by about 10 minutes before it is scheduled to begin. This is a backup measure in case something goes wrong with the Owl. If you try to start the meeting and find that it has already been started, just join it.

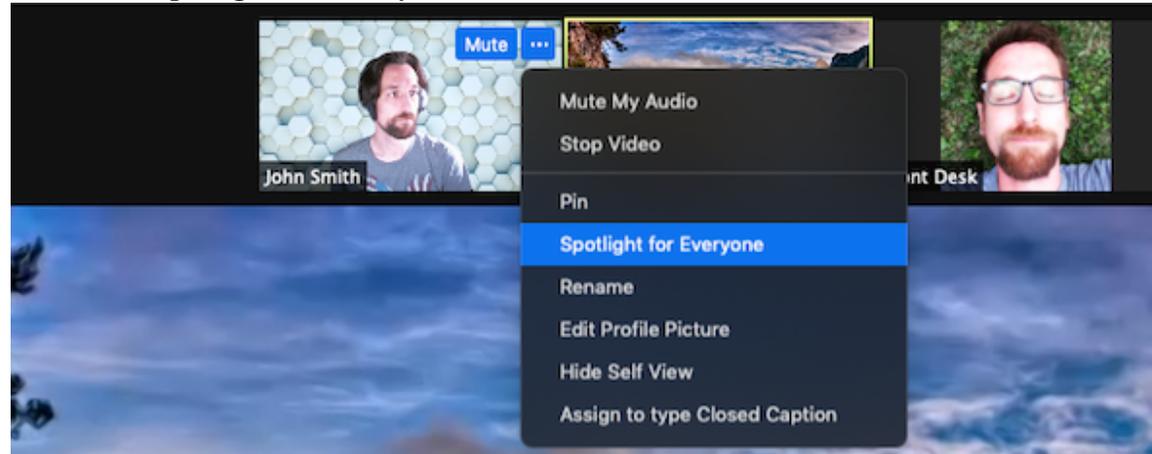
- iii. The Zoom app should start up automatically, and you should see a picture of the meeting room as seen by the Owl. Make sure that you are unmuted; usually the meeting room stays unmuted during the entire meeting for worship, but of course you can mute “yourself” (*i.e.*, mute the whole meeting room; “you” are the Owl now!) at any time if you feel the need. However, this sometimes causes a large, red, crossed-out microphone symbol to appear on The Owl’s video, which can alarm remote users.
- iv. Turn on “Original Sound.” In the upper-left corner of the Zoom screen there should be a tiny green shield with a black box next to it that says “Original Sound,” followed by either “off” or “on.” If it’s already on,



you’re good to go. If it’s off, just click on the words “Original Sound,” and it should switch to on. This turns off all sound processing in Zoom, and we’ve found it works much better to leave the sound processing to the Owl.

- v. If the image you see is not from the Owl, click the up arrow next to the camera icon at the bottom of the screen and select “Meeting Owl” as the camera. Do the same with the microphone icon, selecting “Meeting Owl” as both the sound input and sound output devices.
- vi. Once people beginning joining on Zoom, you should “spotlight” the image from The Owl; otherwise, the primary image remote users will see will be that of whoever last made a sound. To do this, hover over the video from The Owl and click “...”, the three dots inside a blue square.

Then click **Spotlight for Everyone**.



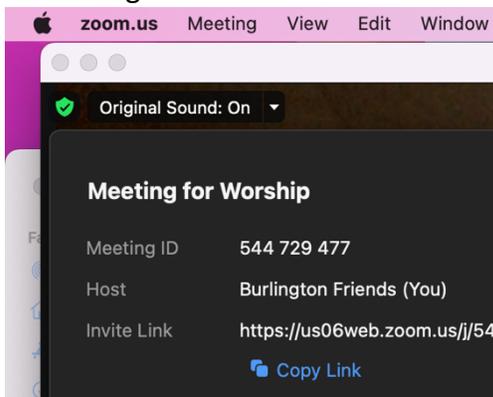
If you're feeling adventurous, you can turn the spotlight off when someone on Zoom is offering a message, so their image is featured for other Zoom users, but then be sure to spotlight the meeting room again when they're finished.

3. During Meeting for Worship
 - a. There's really very little to do, but it's important to keep an eye on the screen in case someone wants to be let in from the Waiting Room. You've just made very sure that sound notifications are off, so the only way you'll know that someone is waiting to come in is by watching the screen. It's not unusual for one or two people to join as long as half an hour after Meeting starts.
 - b. Don't hesitate to mute a remote user who has neglected to click mute after speaking; it happens frequently, and no one seems to mind being muted when they're not actually speaking.
 - c. Conversely, watch for a remote user who appears to be speaking but is muted. You do not have any way to unmute a user directly, but if you go to the participants list and hover over their name, you'll see an option to "Ask to Unmute." This displays a prompt on their screen.
 - d. If a Friend on Zoom speaks, you can turn off the spotlight on the Owl image so that everyone on Zoom can see the speaker's image highlighted, then spotlight the Owl again when the Zoom user is finished speaking.
 - e. Keep an eye on the chat. Remote users occasionally need help, and this is the only easy way to ask for it.
4. After Meeting
 - a. As soon as announcements are over, click on "end" and choose the option "end meeting for all" unless you know that some of the people on Zoom want to chat with each other at rise of meeting. In that case, choose the option "leave meeting."
 - b. Go to the Apple menu, click "Shut Down..." and reply to the prompts to shut down the computer. Don't unplug it until it's finished shutting down and the screen goes dark.

- c. Take-down is just the reverse of setup. **Don't forget to turn off the overhead radiant heaters: they use a lot of power.**

Troubleshooting

- If all else fails, and you simply cannot get the Zoom meeting started, simply relax and don't worry. There are seldom more than one or two Zoom attenders, and when they see that they cannot get on, they will cope. Try to keep track of exactly what happened and let someone on the Communications and Tech committee know.
- The Owl displays a background and message but not the view of the meeting room. Try pushing the button on the Owl; it's right above the cords. There should be a blue light by the button, and sometimes pushing the button makes the light go on and the picture show up.
- No one joins on Zoom We almost always get at least one or two attenders on Zoom, so if you see no one by, say, 10 minutes after start of Meeting, it might mean something is not set up right. Check to be sure you started the meeting with ID 544 729 477 by moving the pointer to the upper-left corner of the Zoom window and clicking on the small green shield with a black checkmark on it:



If it is indeed the wrong meeting ID, click the red “End” button on the Zoom screen, select “end meeting for all,” and go back to the step labeled “start the meeting,” making sure that you select the meeting named “Meeting for Worship” with ID 544 729 477.