

Clerks / Unit Technology Specialists,

This is a long email, but you will need to read everything for your zoom webinar meeting setup. Your Bishops and Branch Presidents now have the zoom login account information sent to you. This will be the standard for streaming your Sacrament meetings each week as it does not require an account to access it for your homebound members and it will not timeout on you. Below I will give you some information to ensure your homebound members have a good viewing experience.

Equipment to order from your unit budget:

- I did a lot of research and this works well and a reasonable price. You may already have some equipment but the below works good for us in our Ward.

https://www.amazon.com/gp/product/B08DHPBP65/ref=ppx_yo_dt_b_asin_title_o01_s00?ie=UTF8&psc=1 120 Degree Wide-Angle to see the whole stand.

https://www.amazon.com/gp/product/B01MXEPO83/ref=ppx_yo_dt_b_asin_title_o01_s01?ie=UTF8&psc=1 Sturdy tripod tall enough to go above the podium.

https://www.amazon.com/gp/product/B0822DDMQY/ref=ppx_yo_dt_b_asin_title_o02_s02?ie=UTF8&psc=1 Carpet cord cover to cover your network cable and mic cable depending on where the jacks are located.

https://www.amazon.com/gp/product/B003YKX6VS/ref=ppx_yo_dt_b_asin_title_o02_s03?ie=UTF8&th=1 USB extension cable to extend your USB cable from your camera to your laptop.

- The camera I listed above has a mount on the bottom that works with that tripod with uses the standard ¼" connector. What we did was screw the mount to the camera and it has a quick release, so we leave the camera screwed to the quick release mount to save time each week by just popping it on quickly.
- We leave the cords with the cord covers down each week, so we do not have to take the extra time to run the cords and take them up each week.

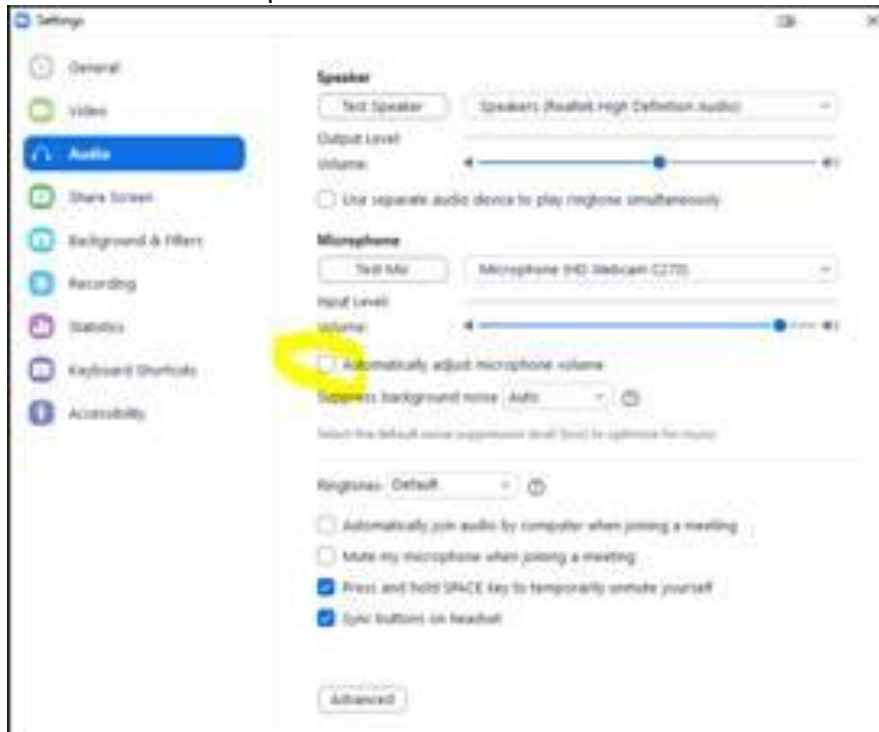
<https://store.churchofjesuschrist.org/usa/en/units-and-callings-3074457345616678802-1/wards-branches-stakes-and-districts-3074457345616678804-1/other-supplies-and-equipment-3074457345616678811-1/50%E2%80%99-xlr-microphone-cable> XLR Cable. You should have a few of these already.

https://www.amazon.com/Cat5e-Networking-Ethernet-Patch-Router/dp/B07VVDVFB/ref=sr_1_6?dchild=1&keywords=Cables%2BDirect%2BOnline%2BSnagless%2BCat5e%2BEthernet&qid=1609784338&s=electronics&sr=1-6&th=1 Ethernet Cable. You should have one already. This one I have listed is a fairly long one that should reach from any wall, but you should have one already and may not need one that long if you can't find yours but measure to make sure you get one that reaches.

- Connect a hardwire network cable to your laptop from the network jack by the podium or on a side wall close to the stand. I have seen them in both places in the different buildings. You should have a long ethernet cable already.

Zoom Audio Settings on your laptop

On your Audio Settings on your Zoom meeting that you start on your Laptop on the stand: Make sure the below in yellow is unchecked. We had our sound auto adjust on us where we could not hear the speakers.



Zoom Settings within the Zoom Account

My Webinars → Edit Webinar

| | | | |
|------------------------|--|---|--------|
| Topic | Weekly Sacrament Meeting | | |
| Description (Optional) | <div>Weekly Sacrament Meeting for the Ward</div> | | |
| When | 06/13/2021 | 9:00 | AM |
| Duration | 1 hr | 0 min | |
| Time Zone | (GMT-5:00) Central Time (US) | | |
| | <input checked="" type="checkbox"/> Recurring webinar Every week on Sun, until Jan 2, 2022, 30 occurrence(s) | | |
| Registration | <input type="checkbox"/> Required | | |
| Webinar Passcode | <input type="checkbox"/> Require webinar passcode | | |
| Video | Host | <input checked="" type="radio"/> On <input type="radio"/> Off | |
| | Panelists | <input type="radio"/> On <input checked="" type="radio"/> Off | |
| Audio | <input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both | | |
| | Dial from United States Edit | | |
| | <input type="checkbox"/> Allow attendees to use toll-free and fee-based toll call numbers | | |
| | <input type="checkbox"/> Allow attendees to use Call Me | | |
| | Attendees will still be able to connect to computer audio to listen to this webinar. | | |
| Webinar Options | <input type="checkbox"/> Enable Practice Session | | |
| | <input type="checkbox"/> Require authentication to join | | |
| | <input type="checkbox"/> Approve or block entry for users from specific countries/regions | | |
| Alternative Hosts | <div>Enter user name or email addresses</div> | | |
| | | Save | Cancel |

Report generator for attendance built-in so you do not have to try and do screen captures:

My Webinars Report - Zoom

zoom.us/account/my/report/webinar

zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

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Reports - Usage Reports - Webinar

Step 1: Select Report Type

☐ Registration Report ☒ Attendee Report ☐ Performance Report ☐ Q&A Report ☐ Poll Report ☐ Survey Report

Step 2: Choose a Webinar

From: 06/06/2021 To: 06/07/2021 Filter Webinar ID Search

Maximum report duration: 2 Month

| Date | Time | Topic | Webinar ID | Unique Viewers | Total Users | Max Concurrent Views |
|-------------|----------|--------------------------|---------------|----------------|-------------|----------------------|
| Jun 6, 2021 | 08:43 AM | Weekly Sacrament Meeting | 977 8863 2053 | 10 | 20 | 10 |

Step 3: Generate Report

☒ Summary information will be included at the top of the report

☐ Sort the attendee list by attended status

Generate CSV Report

A few things to make note of when running the Zoom webinar meeting:

- You will need to cut off the broadcast during the blessing and passing of the sacrament for online viewers.
- If you are having your sacrament at the beginning of the meeting, you will need to stop the audio and video and start them both after the Aaronic Priesthood are done. *This can be tricky as the laptop you are using at the podium will need to be used to stop and start it. You can stop it from another host machine at any location. The way we get around this is we have another host that is remoted into the laptop on the stand which requires remote software which we are running TeamViewer already on all of the laptops. We use a PowerPoint and switch to shared screen with the PowerPoint to let the online viewers know that Sacrament is being passed. See attached file as an



Sacrament
Slide.pptx

example slide you can use.

- If you are having your sacrament at the end of the meeting, this would be easier as long as you do not need to cut it back on for a final prayer after the Aaronic Priesthood have finished with the Sacrament portion.
- See attached for a few pictures of our setup. You will see an external mic in the pictures that we were experimenting with before that just did not work well, so we started using the mic on the camera and it works great. I only had one small view from the recording that I attached but you should be able to magnify it to see how it captures almost the whole stand except for the pianists on the sides.
- This is the instructions from one other unit using a splitter coming off the podium mic. They said it works very well.

1. Passive signal splitter
2. USB mic cable, USB male to XLR female
3. Female to male cable, short

Tips

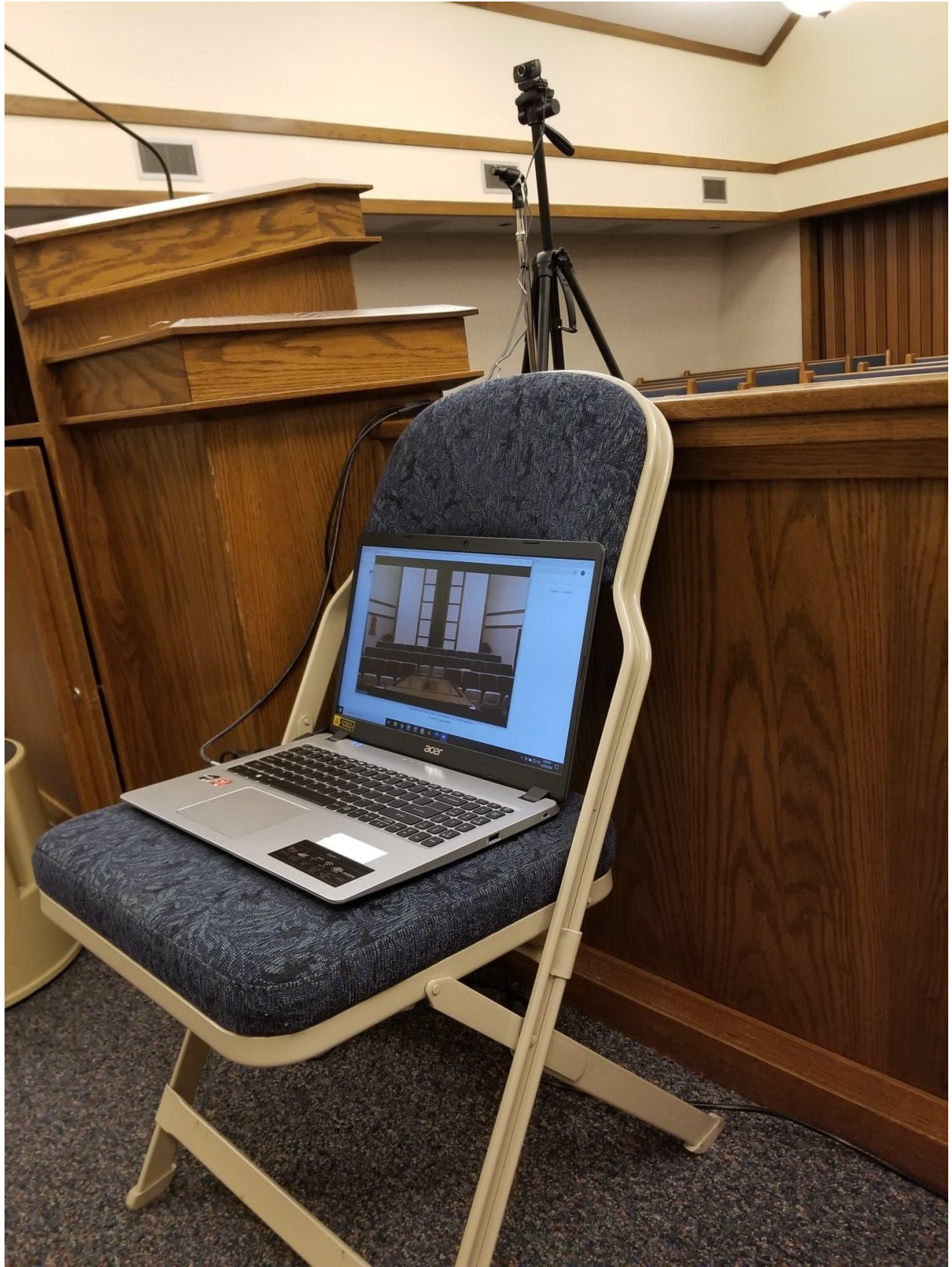
- we had to mount (zip tie) the splitter away from the podium motor so as to not get electromagnetic interference.
- Set your zoom session to the USB mic
- the mic picks up sound zoom regardless if the mic is powered up or not
- it seems to pick up organ sounds fairly well
- in Windows, you might need to go into control panel and adjust mic level, so it does not pick up every little sound. I set ours at 60%.

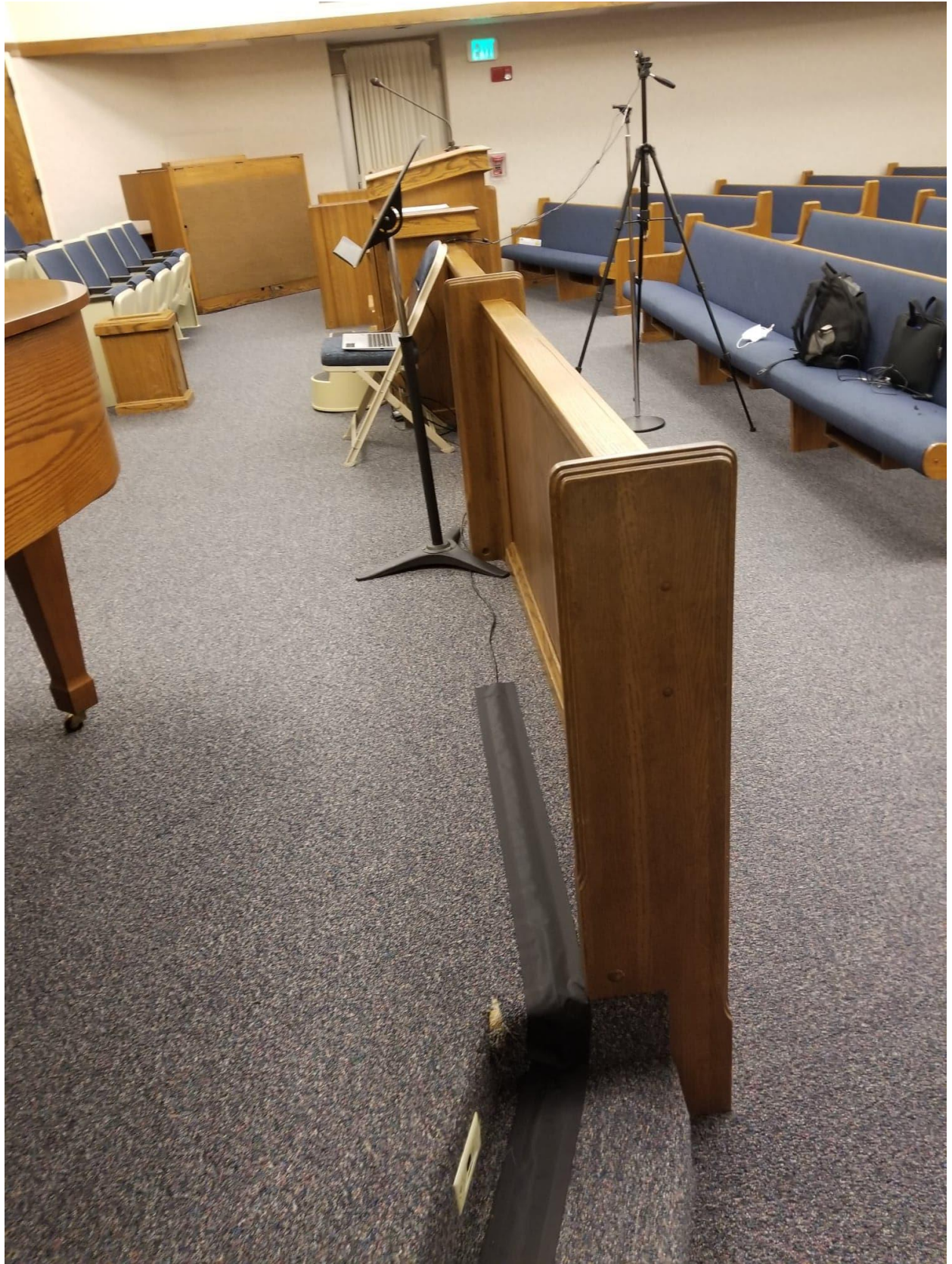
<https://www.zzounds.com/item--KLTD520?siid=244898>

https://www.amazon.com/dp/B07ZBZ62X9/ref=cm_sw_r_cp_apa_fabc_WDYRQP36YJQQFBH6RBC1?encoding=UTF8&psc=1

https://www.amazon.com/dp/B003L18XKE/ref=cm_sw_r_cp_apa_fabc_G1F752RB530CGT3K5AQB

Pictures below to show how our Ward is setup.









- I only had a small picture from our zoom session where I did a screen capture. The actual view from the live stream is much clearer but I wanted you to see the wide angle of the camera that shows the whole stand.

God Bless,
Stake Technology Specialist