

## Event Pre-Session Set Up

NOTE: Remember to bring laptop, power supply and head set(s)

<b>Time to Event Start</b>	<b>Activity</b>
-2 hours	Start Travel to site
-1 hour	Arrive at site
-55 minutes	Log one computer in as guest Log one computer in as host (user name: XXX)
-30 minutes	Ensure Ethernet cord is engaged in presenter's computer Ensure power cord is plugged in and firmly engaged on presenter's computer Configure meeting on presenter's computer
-20 minutes	Run audio wizard and set preferences on host computer
-1 minute	Start recording on host computer (Select Meeting > Record Meeting)

## Activity Details

### Configuring Meeting

1. Run Audio Setup
  - a. Select Meeting > Audio Setup Wizard
  - b. Follow the prompts until finished  
NOTE: Other participants *cannot* hear you during the Audio Setup process
2. Set up meeting preferences
  - a. Select <Room Bandwidth> tab
    - i. Select DSL/Cable
  - b. Select <Audio Conference> tab
    - i. For using microphone, select the computer device
    - ii. Click to check Allow participants to use microphone
  - c. Select <Video> tab
    - i. For standard, select medium
  - d. Select <Microphone> tab
    - i. Click to check Enhanced Audio
  - e. Select <Screen Share> tab
    - i. Select medium

- ii. Click to uncheck Show app cursor
- f. Select <Attendee Pod> tab
  - i. Click to check Persist in screen share
  - ii. Click to uncheck Disable raise hand
- g. Select <Chat Pod> tab
  - i. Click to check Enable private chat
- h. Select <Q&A> tab
  - i. Click to check Show submitter name
  - ii. Click to check Show presenter name

### **During Event Session**

1. Clear out chats when the topic is winding down or when the presenter says "Please chat"
2. At the end, stop recording
3. Exit meeting using [X] button in the upper right. Never use the End Meeting option.

**\*\* END INSTRUCTION \*\***