



Osher Lifelong Learning Institute at SOU

Hybrid Electronics User Manual 2024-25

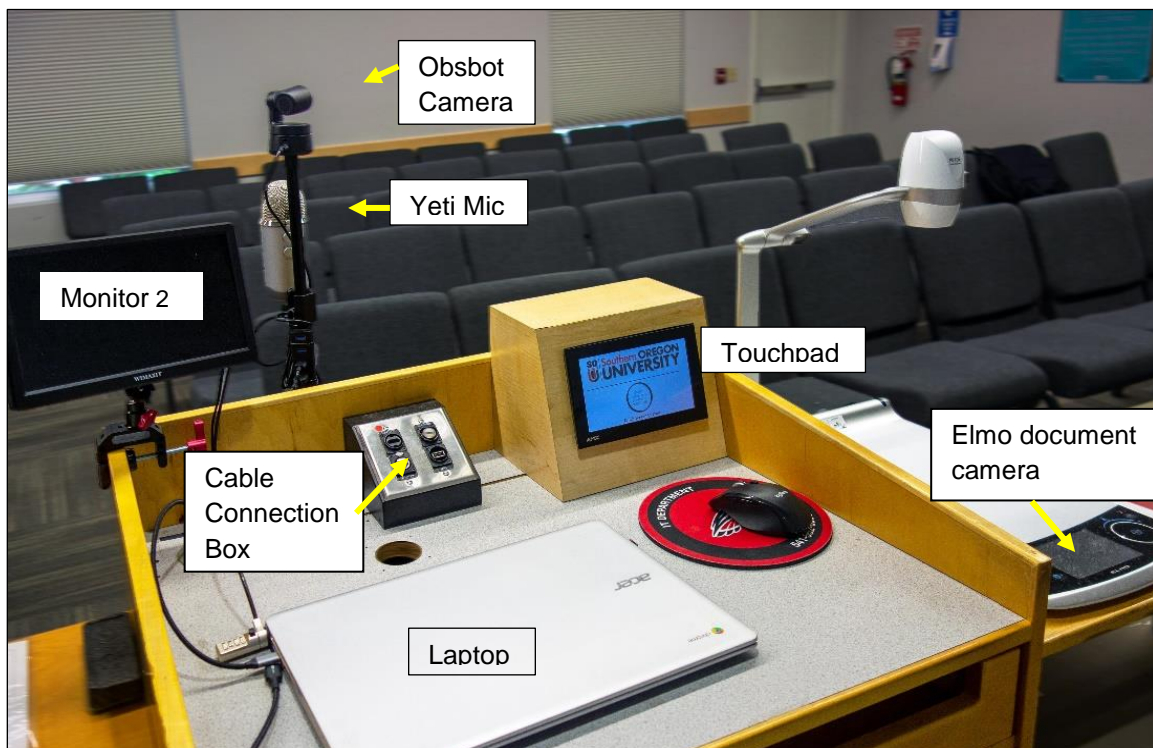
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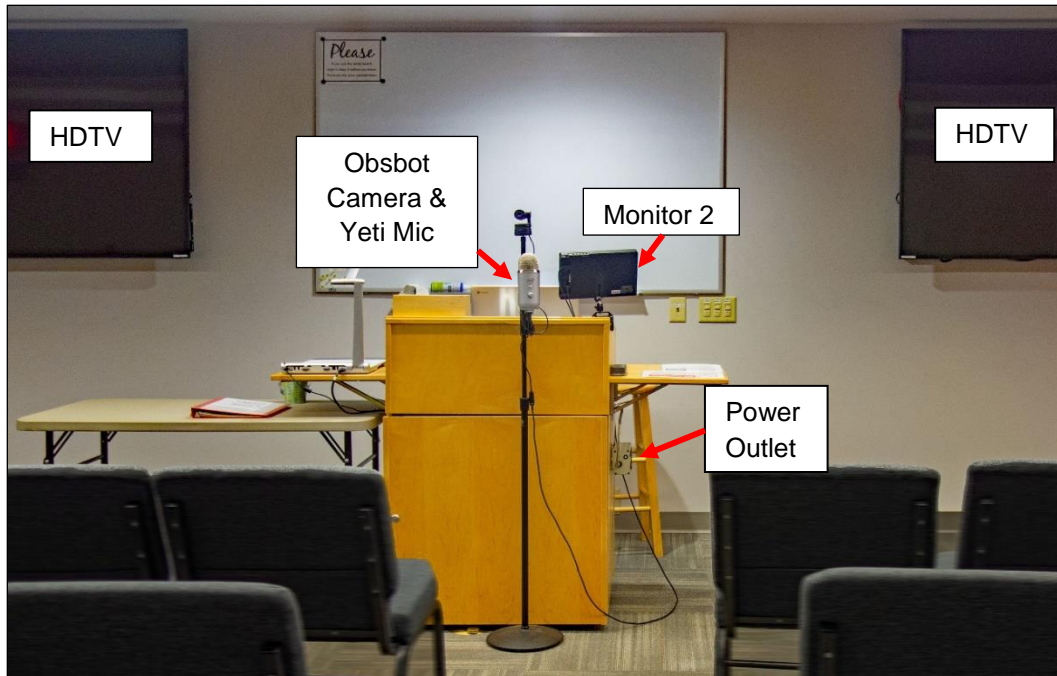
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Overview

This Guide includes (1) how to enable the classroom IT/AV equipment and Zoom settings, (2) a step-by-step plan for teaching a hybrid course, (3) co-host assistance, and (4) troubleshooting. This is a general Guide and includes information for different teaching formats. The hybrid support team will work with each instructor to be sure they know the set-up that is best suited for their course.

Let's begin with what is on the classroom podium: a touchscreen control panel, laptop, cable connection box with various ports, a second monitor (Monitor 2) and the Elmo projector on the side table. A moveable stand with the Obsbot camera and Yeti microphone is shown here set in front of the podium but it can be set facing the audience if the instructor is sitting with the students in a discussion class. With this additional camera and microphone, an instructor can teach simultaneously to students online and onsite.





This photo is the front of classroom. The two HDTV screens are on the wall behind the podium. On the exterior side of the podium is the electrical outlet for the laptop. Be sure the laptop is plugged in at the start of the class as hybrid teaching will draw down a laptop's battery. Also, there is a drawer on the back of the podium where the handheld mic, lapel mic, and HDMI cable are kept.

Zoomies and Roomies

To simplify the description of hybrid teaching, we refer to the two student groups as the Zoomies (students online) and the Roomies (students onsite). The instructor is usually with the Roomies but we also have hybrid courses with the instructor teaching on Zoom and the co-host is onsite.

Laptop and the Second Monitor

In addition to the laptop screen, there is a second monitor located on the podium. The laptop typically shows the Zoomies in the Zoom gallery. The second monitor shows the 'media' that is being presented, e.g., PowerPoint slides, movie, YouTube. The Roomies will see the media on the two wall-mounted TV monitors and the Zoomies will see it on the Zoom window on their computer or phone when screen-share is enabled.

The Obsbot Camera and Yeti Microphone

The Obsbot camera and Yeti mic are mounted on a moveable stand. (When not in use it is kept in the corner of the classroom.)

A single USB cord is used to connect the stand to the laptop. If the instructor is teaching from behind the podium, the stand is placed in front of the podium with the camera and mic facing the instructor providing an image of the instructor for Zoomies to see. For discussion classes where the instructor sits with the students, the moveable camera/mic stand is positioned to face the group. In this position, the Obsbot camera will display the Roomies sitting together and that is what the Zoomies will see.

The Obsbot camera can be programmed to follow a person by using facial recognition. To enable auto tracking, hold an open palm beside one's face. Wait for the light at the base of the camera to turn blue and hold the gesture until the light returns to green. Repeating this gesture will stop tracking.



To zoom one's image in and out, hold a thumb and forefinger extended from a fist near one's face.



There are two additional USB ports on the camera/microphone stand which can be used for a flash drive, slide clicker, cordless mouse, or document camera input. These are useful in case one needs more USB ports than available on the laptop.




Setup for OLLI's PC. (PowerPoint and/or Elmo Presentations)

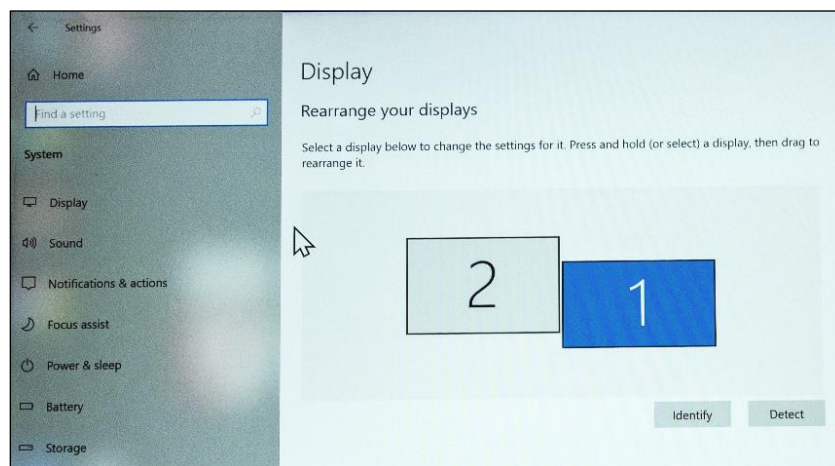
(These setup procedures were developed for the OLLI PC (Windows 11, PowerPoint 365, etc. If a personal laptop is used instead of OLLI's PC laptop, specific steps may need to be modified.)

1. Podium Connections

- a. Place the laptop on top of the podium's Chromebook or set the Chromebook aside.
- b. Plug the USB cable from the camera/microphone stand into the laptop.
- c. Connect an HDMI cable from the laptop to the podium's cable connection box. The HDMI cable is kept in the podium drawer.
- d. Press "**Guest Laptop**" on podium touchscreen to turn on classroom electronics.

2. PC Laptop Settings: (Steps a and b are done each session. All other steps should remain as defaults after the initial setup but should be checked each time.)

- a. Plug laptop into electrical outlet located on the podium's exterior left-side.
- b. Log into the laptop. Info is on the sticker on the keyboard.
- c. If Wi-Fi is not already connected, click on the **Wi-Fi icon**  in the menu bar. Select the "**OLLI-Net**" Wi-Fi network. Enter Password "ollitraining" (without quotes) and click "**Join.**"
- d. Open **Settings** from the Windows **Start** menu.
- e. Go to **Settings/System/Device/Display**. Two screens should appear in the graphic. If not, press "**Detect**" and the graphic should be updated.

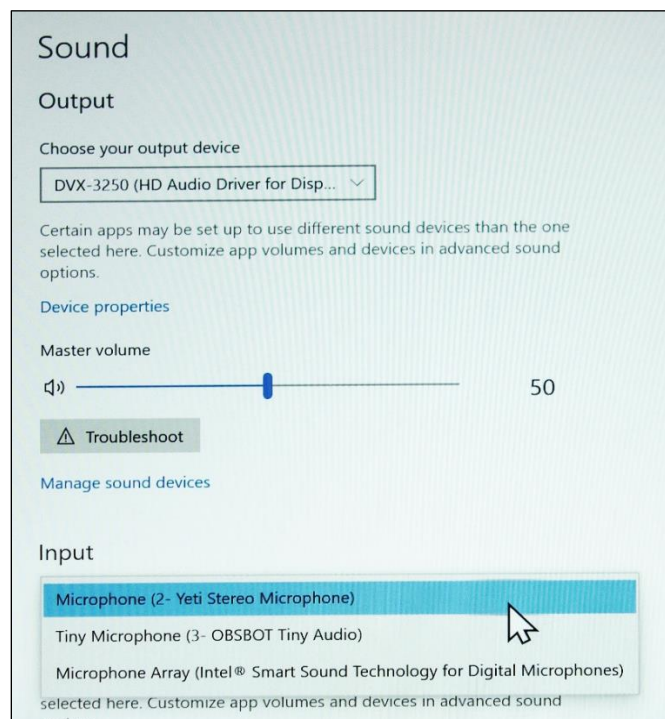


Screens shown in correct positions

- f. Drag Screen 2 to the left side of Screen 1. It should be adjacent to and slightly higher than Screen 1, similar to the location of the 2nd monitor on the podium.
- g. Single click on Screen 1 graphic to highlight it. Scroll down to **“Multiple Displays”** and select **“Extend these displays”**. Check the box underneath to **“Make this my main display.”**
- h. Go to **Settings/System/Device/Sound** on the laptop and select **DVX-3250** for speakers to enable audio to go through classroom electronics.



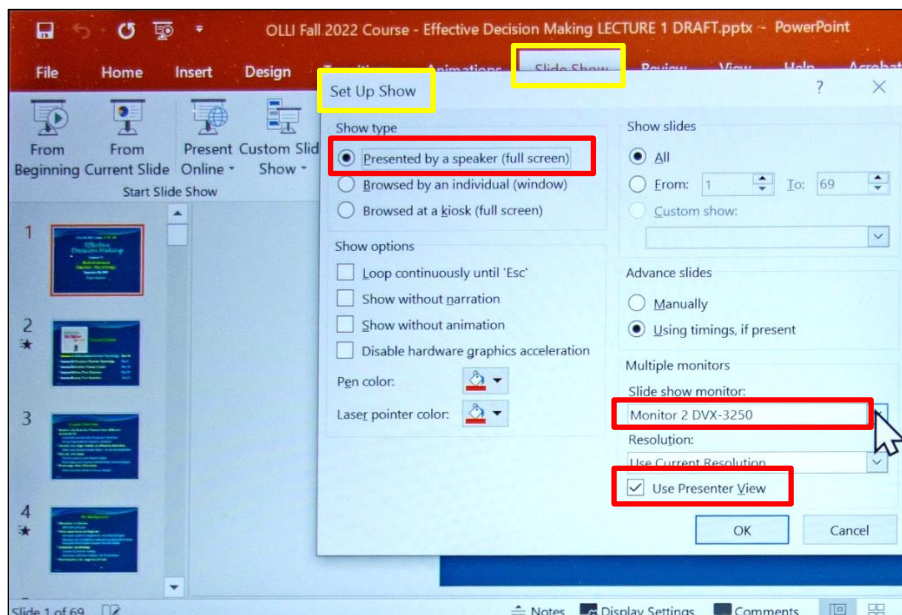
- i. Select the **Yeti mic** as the input.





3. Laptop Preparation for PowerPoint Screen Share in Zoom:

(These settings should remain the default after the initial setup, but should be checked each session.)

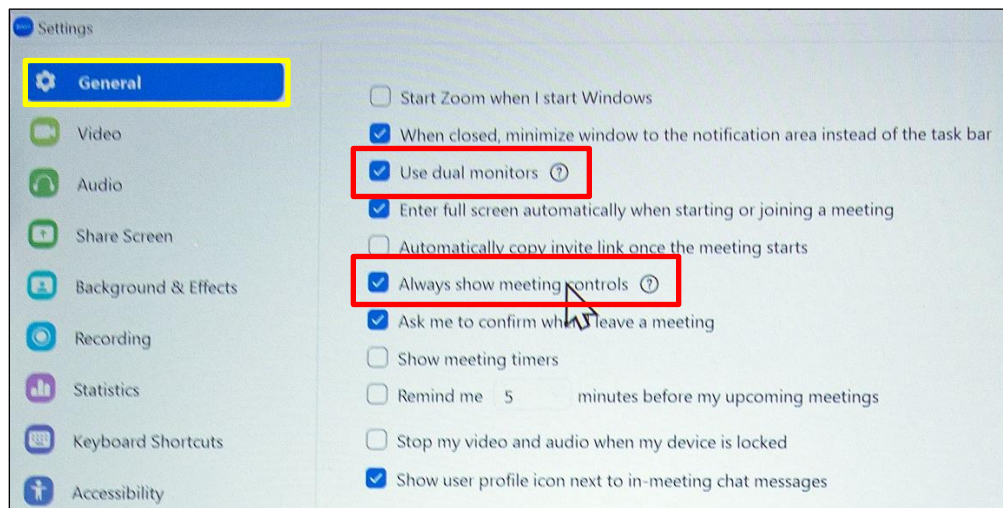
- Open PowerPoint on laptop screen.
- Click on “**Slide Show**” tab. Then, select “**Set Up Show**” tab and choose “**Presented by a speaker (full view).**” On the lower right of the window use the pull-down menu under “**Slide Show Monitor**” and select “**Monitor 2 DVX-3250**”. Check box below to “**Use Presenter View.**” Click “**OK**” box to exit. This will project the Slide Show on the second monitor (TVs and the one on the podium) while keeping Presenter View on the laptop screen.



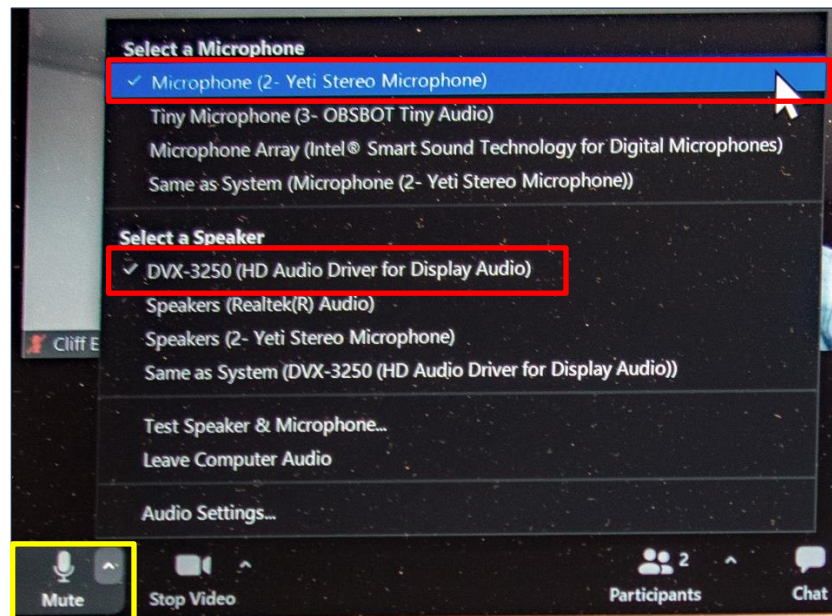
4. Open Zoom Session: (Steps a-c are done each session. All other steps should remain as defaults after the initial setup but should be checked each time.)

- Open the SOU Zoom site (sou.zoom.us) or one’s personal Zoom account (zoom.us) and click on “**Host a Meeting**” to sign in.
- Start the Zoom class meeting.
- Click on **green icon**  in upper left of the Zoom window, then on the **gear icon**  in the upper right of the popup window. This displays all the in-meeting Zoom settings.

- d. In the “**General**” tab, ensure boxes next to “**Use dual monitors**” and “**Always Show Meeting Controls**” are checked.



- e. Click on the **Audio** tab. Ensure **Yeti** microphone is selected for microphone and **DVX-3250** is selected for speakers.



- f. Click on the **Video** tab and ensure **Obsbot** is selected for the video camera. Orient **Obsbot** camera lens toward the instructor if teaching from behind the podium. Obsbot uses facial recognition to track.

- i. Open palm gesture near face will enable camera tracking. Wait for light at its base to turn blue and hold gesture until it returns to green. Repeating gesture will stop tracking.
- ii. Thumb and forefinger extended from a fist near instructor's face will zoom image in or out.



5. Share a PowerPoint Presentation in Zoom

- a. With dual displays, the Presenter View will show up on the laptop screen and the presentation (when started) will appear on the second screen (TVs and podium monitor). The Zoom window can also be shown on the laptop screen.



Laptop: Presenter View (left) & Zoom Gallery (right)

Monitor 2: Shared Zoom Presentation (also displayed on classroom TV monitors)

- b. Resize the Zoom window to **Exit Full Screen** prior to beginning PowerPoint presentation. Begin by pressing the **Esc** key or using the drop-down **View** menu in the upper right of the Zoom window.
- c. Begin **PowerPoint Slide Show** by clicking "**Play from Beginning**" on the Presenter View window. Slides will show on both TVs and the 2nd monitor. Presenter View will remain on the laptop screen but may fill the entire screen. Click on the **Resize button** (middle of three icons on the top right of

the Presenter View window) and then drag that window to the side and have it fill half the screen.

- d. Select the **Zoom window** and drag it to the opposite side to fill the remainder of the laptop screen. It may be scaled to show more or fewer participants.
- e. In the Zoom window, click "**Share Screen**" and select the PowerPoint window that has the **Slide Show** (not Presenter View or Screen 2), then click "**Share**".
- f. Zoom controls may remain behind on the 2nd monitor and may obscure some of the presentation slides. The controls can be pulled back to the laptop screen where the gallery and other Zoom functions reside. Left click and hold to drag the menu bar back.
- g. If desired, the **Chat** and/or **Participant list** can be opened in the Zoom window on the laptop screen.
- h. Imbedded hyperlinks may appear on laptop screen only. To share the files, go to "**Share Screen**" and select the appropriate video, then "**Share**" with audio.

6. To Share Document Camera (Elmo) Image in Zoom

- a. Connect USB cable from back of document camera to hub on microphone stand.
- b. Turn document camera on and allow it to boot up.
- c. In Zoom, click on "**Share Screen**," then "**Advanced**" tab. Select "**Content from 2nd Camera**" and click "**Share**".

Setup for OLLI’s MacBook (PowerPoint and/or Elmo Presentations)

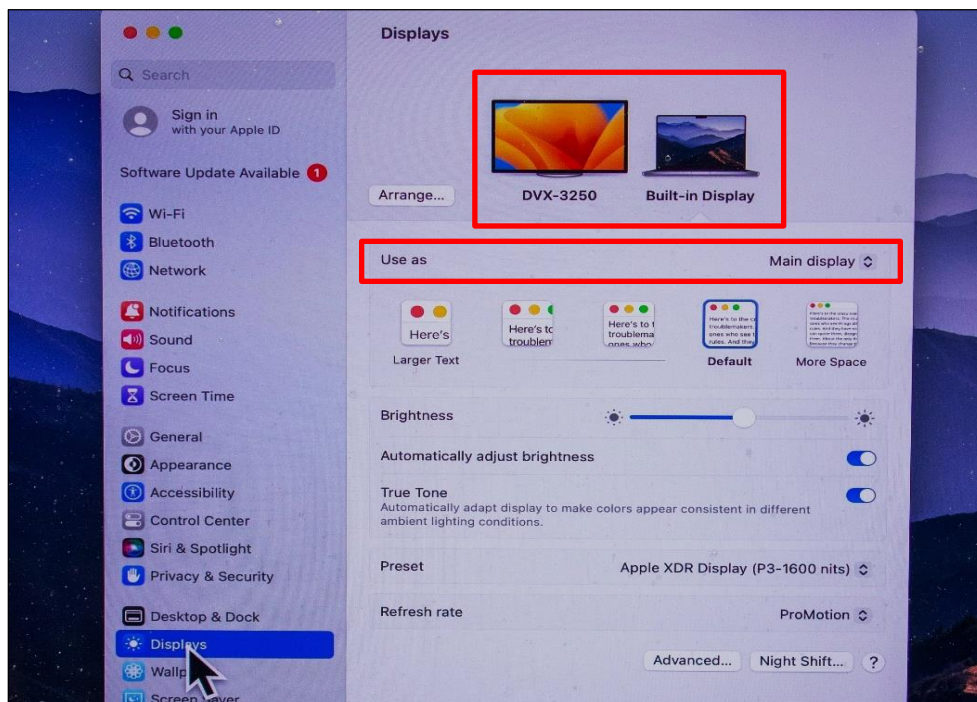
(These setup procedures were developed for OLLI’s MacBook (Mac Ventura OS, PowerPoint 365, etc. Specific steps may need to be modified if a personal MacBook is used.)

1. Podium Connections

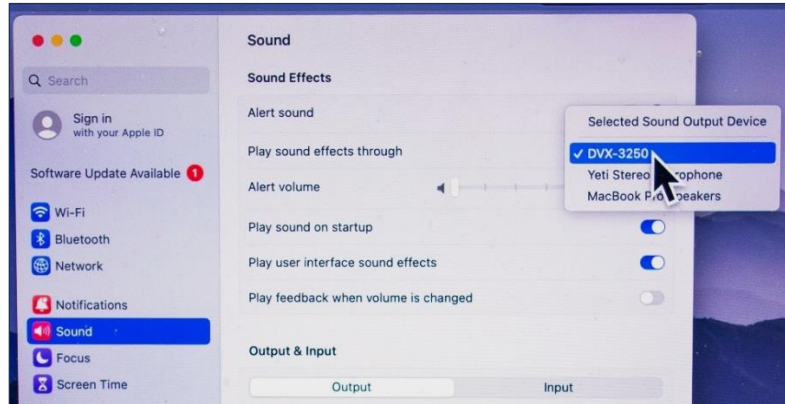
- a. Place the laptop on top of the podium’s Chromebook or set the Chromebook aside.
- b. Plug USB cable from the camera/microphone stand into the adapter hub (dongle) contained in the envelope and attached to the MacBook box. Connect the hub to the MacBook.
- c. Connect an HDMI cable from the laptop or the adapter hub to the podium’s cable connection box. The HDMI cable is kept in the podium drawer.
- d. Press “**Guest Laptop**” on podium touchscreen to turn on classroom electronics.

2. MacBook Settings: (Step a. is done each session. All other steps should remain as defaults after the initial setup but should be checked each time.)

- a. Log into the MacBook. Info is on the sticker on the keyboard.
- b. Go to **System Settings/Displays**. Arrange Displays like they are physically laid out by clicking on **Arrange** and dragging the screens accordingly:



- c. Go to **System Settings/Displays**. Select **Built-in display** and click on **Use As: Main Display**.
- d. Go to **System Settings/Sound**. Select **DVX-3250** for output.

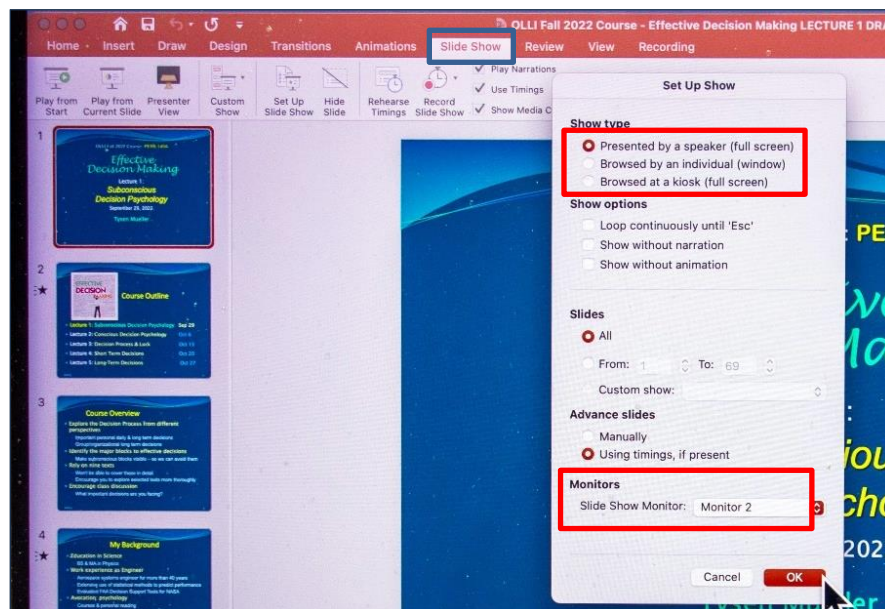


3. Preparation for PowerPoint Screen Share in Zoom

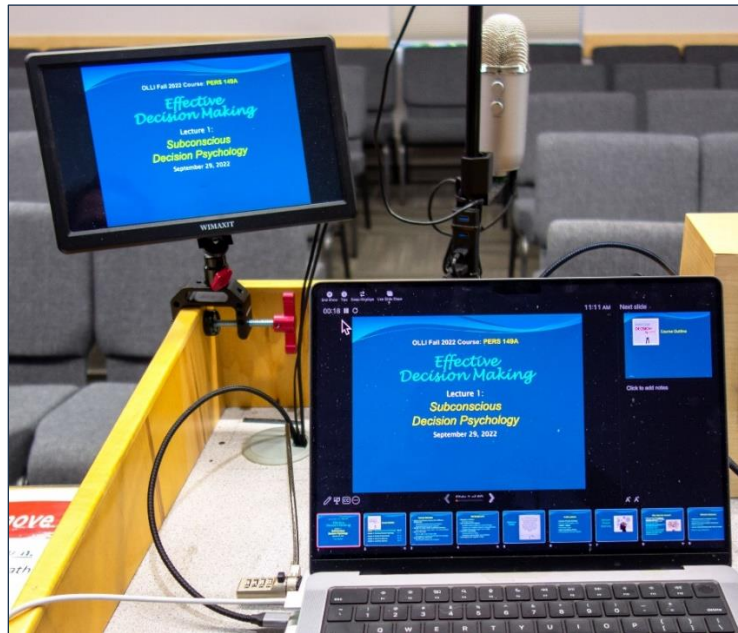
PowerPoint implementation on a MacBook is different than on a Windows PC. One can choose to show Presenter View on the laptop, but the Zoom Gallery will be hidden. Or one can choose to see the Zoom Gallery but not use Presenter View. Setup for each of the two options is shown below:

a. Presenter View Option (No Gallery)

- Open PowerPoint, click on **Slide Show** tab, then **Set Up Slide Show**. Choose **“Presented by a speaker (full screen).”**



- In the same popup window under **Monitors**, select **Display slide show on: “Monitor 2”**.





Laptop: Lecture in Presenter View, Monitor: Shared Lecture

b. Gallery View Option (No Presenter View)

- Open PowerPoint, click on **Slide Show** tab, then **Set Up Slide Show**. Choose “**Browsed by an individual (window).**” (See last Figure on p 12).
- In the same popup window under **Monitors**, select **Display slide show on: “Monitor 2”**.

4. Open Zoom Meeting: (Steps a-c are done each session. All other settings should remain as defaults after the initial set-up but should be checked each time.)

- Open the SOU Zoom site (sou.zoom.us) or one’s personal Zoom account (zoom.us) and click on “**Host a Meeting,**” then sign in.
- Start the Zoom class meeting.
- Click on the **green icon**  in the upper left of the Zoom window, then on the **gear icon**  in the upper right of the popup window. This displays all in-meeting Zoom settings.
- In the **General** tab, check the box for “**Use dual monitors**” if using the **Presenter View** option. Uncheck the box if using the **Gallery** option. In both instances, the box for “**Always show meeting controls**” should be checked.

- e. Click on **Audio** tab. Ensure **Yeti** mic is selected for microphone and **DVX-3250** is selected for speakers. Click on **Video** tab and ensure **Obsbot** is selected for camera.
- f. Orient the **Obsbot** camera toward the presenter. Remember, the camera uses facial recognition and hand gestures to track.



5. Share a PowerPoint Presentation in Zoom

- a. With dual displays, the Zoom window will be on the MacBook screen and a second window with the speaker will appear on the 2nd monitor. This window will disappear when PowerPoint is shared. It can also be “hidden” beneath the Zoom window.
- b. Ensure the **PowerPoint** presentation is open, but *without* starting the slide show.
- c. In **Zoom**, click **Share Screen**, then select **PowerPoint** window and click **Share**. If the PowerPoint window opens on the MacBook screen, drag it to the upper-left screen (2nd monitor) on the podium. Choose “**Play from Beginning**” and click the **green circle** (upper left corner of PowerPoint window) to make it full screen.



*PowerPoint Presentation being dragged from Laptop Monitor to Monitor 2
(Note: Small window with Zoom Gallery on top of Presentation:
maximize after the presentation is fully on Monitor 2)*

- d. If the **Presenter View** option was chosen in step 3 above, the MacBook screen will be filled with the Presenter View window and the slide show will be on the 2nd monitor. The Zoom controls can be brought up by holding the **Command Key** and **Tab** on the keyboard and select Zoom from the open apps.
- e. If the **Gallery** option is chosen in step 3 above, the Zoom window will be on the laptop screen and the slide show on the 2nd monitor.



Laptop: Zoom Gallery, **Monitor 2:** PowerPoint Presentation

- f. The Zoom toolbar may remain on the window with the PowerPoint presentation and may obscure some of the presentation slides. To resolve, drag the toolbar back to the MacBook screen where the gallery and other Zoom functions reside. (This may need to be one with each new **Share**).
 - g. If desired, the **Chat** and/or **Participant list** can be opened in the Zoom window (on the MacBook screen).
 - h. Embedded hyperlinks may appear on MacBook screen only. To share the files, go to **“Share Screen”** and select the appropriate video, then **“Share”** with audio.
- 6. To Share Document Camera (Elmo) Image in Zoom**
- a. Connect USB cable from document camera to hub on microphone stand.
 - b. Turn document camera on and allow it to boot up.
 - c. In Zoom, click on **“Share Screen,”** then **“Advanced”** tab.
 - d. Select **“Content from 2nd Camera”** and click on **“Share”**.

Setup for Discussion Only Courses (No Screen-Sharing in Zoom)

1. Classroom Setup

- a. The Chromebook computer can be used for a Zoom session, if no screen-sharing is planned. Its computing power is too limited for screen-sharing.
- b. Position Obsbot camera/Yeti microphone stand immediately in front of or beside one of the TVs.
- c. Ask students to sit in front of one TV and in the first 3-4 rows. This will allow for the Zoomies and Roomies to see each other.
- d. Plug USB cord from microphone stand into Chromebook. It includes inputs from both the camera and mic. A longer USB cable is available in the Office.
- e. Select “Chromebook” on podium touchscreen to turn on classroom electronics.



Hybrid Discussion Class:

Camera & Mic in front of TV monitor (Instructor in front row)

2. Open Zoom Session

- a. Open SOU Zoom site (sou.zoom.us) or a personal Zoom account (zoom.us) on the Chromebook and click on “**Host a Meeting**” to sign into the account.
- b. Begin Zoom session. Enable co-host and CLOSED CAPTIONS.



***Podium View:** After the Zoom Session has been launched
(Instructor can join the classroom audience)*

- c. Click on caret next to Microphone icon in Zoom. Ensure **Yeti mic** is selected for microphone and **DVX-3250** is picked for speakers. Click on caret next to Video. Ensure **Obsbot camera** is selected for video.
- d. Orient Obsbot camera toward the classroom audience. It has a fairly wide field-of-view, but the chairs may need to be arranged to be sure everyone is seen, including the instructor. Note: Camera uses facial recognition to track and may mistakenly lock onto someone in the room if the camera interprets a hand movement as the tracking gesture. To stop tracking follow the steps outlined under **Troubleshooting**.
- e. Prior to the class beginning, the instructor and online co-host should do a sound check. During the discussions, voices from online participants may be too loud in the classroom. To reduce their volume, reduce the level accordingly on the Chromebook sound settings or use the Function keys.
- f. Always wear the lapel mic as this will ensure the instructor can be heard from any location in the room.
- g. Pass the handheld microphone to each student wishing to speak. Remind students to hold the mic as if they were eating an ice cream cone. This is required as soft voices will not be heard by the Zoomies.

Instructor's Step-by-Step Hybrid Course Plan

1. The day before each session:

- a. Email the Zoom link to all members enrolled in the online course. Some instructors also email the link to the Roomies, but it is the instructor's choice to provide the Roomies access to the online class.
- b. Be sure the latest roster is used for the email addresses. Students add and drop daily so this is important. Use the same link every week and resend it every week. This reduces the problem of students not finding the link when it is time to sign into Zoom.
- c. Check-in with the co-host and share any special requests or changes for the upcoming session.

2. The hybrid set-up takes time so be onsite 35 minutes before class.

- a. Go immediately to the OLLI office to check out the PC or MacBook.
- b. In the classroom, set the mic/camera stand in front of the podium if teaching from the podium. If sitting with the students for a discussion course, set the camera and microphone facing the audience.
- c. Follow the hybrid set-up plan from the training session. Remember, while many of the settings are defaulted, other instructors may have used the OLLI laptop after the initial setup, so it is worth re-checking settings.
- d. Open the Zoom session and enable Zoom's CLOSED CAPTIONS.
- e. Once the co-host joins the session, make them co-host.
- f. On the whiteboard, write the name of the course so students know they are in the correct room.

3. Sound and Video Check

- a. Adjust the Obsbot camera height and enable the camera for tracking. Hand signals to initiate tracking are shown elsewhere in this document.
- b. Remove lapel mic and handheld mic from the podium drawer. Attach the lapel mic clip to garment's neckline and turn on by flicking the switch. The green light will appear.
- c. Unmute the laptop speakers and unmute the microphone in Zoom toolbar.



- d. Conduct a sound check with the Zoom co-host while standing at the podium. Adjust the sound level on the laptop speakers if too low or too high.
- e. Go to the back of the room and test the sound from the handheld mic.
- f. Once the sound level is set, mute the Zoom mic and the speakers. This ensures that before class and during breaks that the conversations from the Zoomies are not heard in the classroom, and the Roomies conversations are not broadcast to Zoomies. **(Note: Unmute the mic and the laptop speakers when class is resumed.)**

4. Begin class and welcome the students

- a. Unmute both the Zoom mic and the laptop speakers.
- b. Ask the co-host to MUTE ALL on Zoom and then UNMUTE you.
- c. Welcome the students and introduce yourself and your co-host(s) and explain how the hybrid class will work. The recommended intro is included below.
- d. If the co-host is recording for the instructor on their computer, co-host can START recording now.
- e. Proceed instructing until it is time for a break.

5. Class Break

- a. Announce the break and then mute the Zoom mic and mute the laptop speakers. This keeps Roomie conversations from broadcasting to the Zoomies, and Zoomie conversations from being broadcast to the Roomies.
- b. Co-host should pause the recording.
- c. When the break has ended, ask students to return to their seats.
- d. Before session resumes, unmute Zoom mic and laptop speakers and co-host resumes recording.

6. Facilitating Questions/Discussion

- a. Take a few questions from the Zoomies using the virtual RAISE HAND in the REACTIONS icon on the Zoom toolbar.
- b. Take a few questions from the Roomies. Pass handheld microphone to the speaker. Remind speaker to hold mic near their mouth as if they were eating an ice cream cone.

- c. Alternate Q&A/Discussion with Zoomies and Roomies.

7. At End of Class

- a. MUTE Zoom mic and laptop speakers.
- b. Co-Host should STOP recording.
- c. END the Zoom session.
- d. Turn off classroom electronics using touchscreen on podium. Push “**Shut Down**” in upper right corner of screen, then confirm with “**Yes.**”
- e. Leave Chromebook on the top of the podium. Return all equipment to the drawer.
- f. Set moveable stand to the side of the room.
- g. Return OLLI laptop to office.

Hybrid Course Introduction for your Students

Please email the following to students before the first class and include in your intro at the beginning of each class.

“This is a hybrid class with Roomies and Zoomies and there are a few things we need to do for this to be a successful experience for all. I will alternate back and forth from the Zoomies to the Roomies for Q&A. Visually, the camera will track me at the podium but this room is too large for a second camera to track the Roomies when speaking. The gallery will display the Zoomies on the TV screens when I am not screen-sharing.

Roomies, you will need to silence yourselves unless you are speaking to the class. When you wish to share in the discussion or ask a question, please raise your hand and the handheld mic will be passed to you. When speaking, hold the microphone close to your mouth as if it were an ice cream cone.

Zoomies, please keep your microphone muted. When you wish to speak, please raise your virtual hand so we can see you in the speaking queue. The virtual hand is an option in the REACTIONS icon on the Zoom toolbar named RAISE HAND.

Are there any questions?”

Instructor and Co-Host Coordination

The hybrid support team will help find each instructor a co-host if the instructor does not have one in mind. The instructor and Zoom co-host should meet at least a week before the first session and decide on what each will do before and during the course and spend some time practicing together. Instructors may also have a Roomie co-host.

We recommend following this list. Depending on the course, more tools may be used. Note: The names of the recommended Zoom tools are show in all caps.

1. During the 30-minute set-up before the class begins:

- a. The instructor and the co-host will complete a sound check:
 - i. The instructor will adjust the laptop's speaker volume if the online co-host's audio is too soft or too loud for the classroom.
 - ii. The instructor will be sure the lapel mic is working by moving away from the mic stand and speaking.
 - iii. The instructor will be sure the handheld mic is working by speaking from the back row.
- b. The instructor will practice the hand gesture to enable the Obsbot camera's tracking and then move away from the podium.

2. During class the co-host will:

- a. If recording, the co-host begins and ends RECORDING on their computer.
- b. MUTE ALL at the start of the session and then UNMUTE the instructor.
- c. Individually MUTE any Zoomie who becomes unmuted during class.
- d. Click LOWER HAND after a Zoomie has finished speaking.
- e. Let the instructor know if a Roomie's question/comments could not be heard online. Instructor will ask Roomie to repeat and hold the handheld mic closer to their mouth.
- f. Let the instructor know if any shared screen media is not operating correctly.
- g. Monitor CHAT to let instructor know if there are questions or comments to share with the Roomies.

- h. Ask the instructor to reset the camera's tracking if the Obsbot camera stops following the instructor.

3. Recommended Zoom Tools

- a. **MUTE** is very helpful to manage unwanted noise during class. It is best to MUTE ALL at the beginning of class and then UNMUTE the instructor. MUTE ALL is easily done from the Participants window bottom left-side. During class the co-host should quickly MUTE any participant who is unmuted. Unmuted students can be identified by clicking on PARTICIPANTS window where their names will appear in a group just below the instructor and co-host name. MUTE these students by clicking on MUTE next to each name.
- b. **LOWER HAND** is a feature which removes a participant's video thumbnail in the speaking queue and is done by clicking on MORE in the participant's video thumbnail and then clicking on LOWER HAND. Once the virtual hand is lowered, the video thumbnail will disappear from the speaking queue.
- c. **START, PAUSE, STOP RECORDING** is on the Zoom Control toolbar on the bottom of the screen. Recording a hybrid session must be done by the co-host on their personal computer. Following the session, the co-host can email the recording to the instructor for distribution to the students. START initializes the recording; PAUSE is used to stop recording during a break or social time; STOP ends the recording.
- d. **CHAT** can be opened from the Zoom Control toolbar. The CHAT window can be monitored by the co-host for comments, questions, or requests. The co-host and instructor should discuss how the co-host can best assist with CHAT.
- e. **Attendance** can be taken by the co-host. The number of attendees appears alongside the Participants window. This is only required for New-to-OLLI instructors.
- f. **The Waiting Room** should only be enabled if there is a waitlist. If used, the co-host clicks on the ADMIT pop-up if the member's name is on the roster which the instructor emails to the co-host.

Troubleshooting

Here are some basic troubleshooting solutions. If these fail to quickly solve the problem, ask a student to go to OLLI office and request that a tech person comes to the classroom to assist.

Sound:

1. Classroom sound is not going out to Zoomies.

- a. Verify Yeti microphone is selected in the Zoom control bar.
- b. Check to see that the microphone is not muted in Zoom control bar.
- c. The handheld mic or lapel mic battery may need to be replaced. Fresh batteries are available in the office or rechargeables may be in the podium.

2. Zoomies or Roomies hear a strong echo.

- a. Ensure Roomies using Zoom have their **microphones and speakers** muted.
- b. Co-host asks if any Zoomie has more than one device logged into their ZOOM session. This may be one person on two different devices, or more than one person in the same room.

3. The Zoomie voices are not heard in the classroom.

- a. Verify DVX-3250 is selected for speakers in the laptop's Zoom control bar.
- b. Ensure speakers are not muted on the laptop's Zoom controls.
- c. Verify laptop sound is not muted in sound settings or with the Function keys.

4. The Zoomie voices are too loud or too soft in the classroom.

- a. Change laptop speaker volume in sound settings or with the Function keys, or use the podium's touchpad slide control to change volume.

5. The Roomie voices are not loud enough for the Zoomies to hear.

- a. Verify the lapel microphone is switched on so that the volume doesn't change when facing the Yeti mic or turning away from it.
- b. Always pass the handheld mic to the Roomies who wish to ask questions or offer discussion points. Remind speaker to hold mic close to their mouth as if they were eating an ice cream cone.
- c. Enable Zoom tool CLOSED CAPTIONS.

Video

1. Obsbot camera is not tracking the instructor behind the podium.

- a. Camera uses facial recognition to track the instructor. It is enabled and disabled by a simple open palm gesture near the face. However, some instructors who use their hands while talking may confuse the camera and disable tracking.

- i. Retrain camera to begin tracking with open palm gesture near instructor's face.



- ii. If problem reoccurs frequently, disable the tracking, set camera to show area behind podium (without tracking enabled) and ask instructor to stay nearby.

2. In a discussion only class, Zoomies cannot see the audience.

- a. Align Obsbot camera to see Roomies. However, be aware that the camera has a wide field-of-view and individual Roomies may not be readily visible.
- b. If facial recognition is tracking a participant by mistake, have them raise their hand in an open palm gesture near their face to stop the tracking.
- c. Alternatively, it may be necessary to disable tracking as described below.

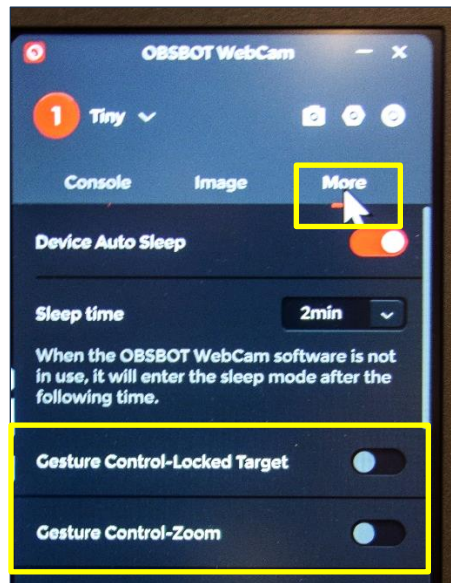
To disable auto-tracking by the Obsbot camera:

- a. The automatic tracking mode can be disabled by plugging the USB cable from the camera/mic stand into the OLLI PC and opening the Obsbot WebCam app. Select the middle icon (below right).



Obsbot WebCam Software (OLLI PC Laptop)

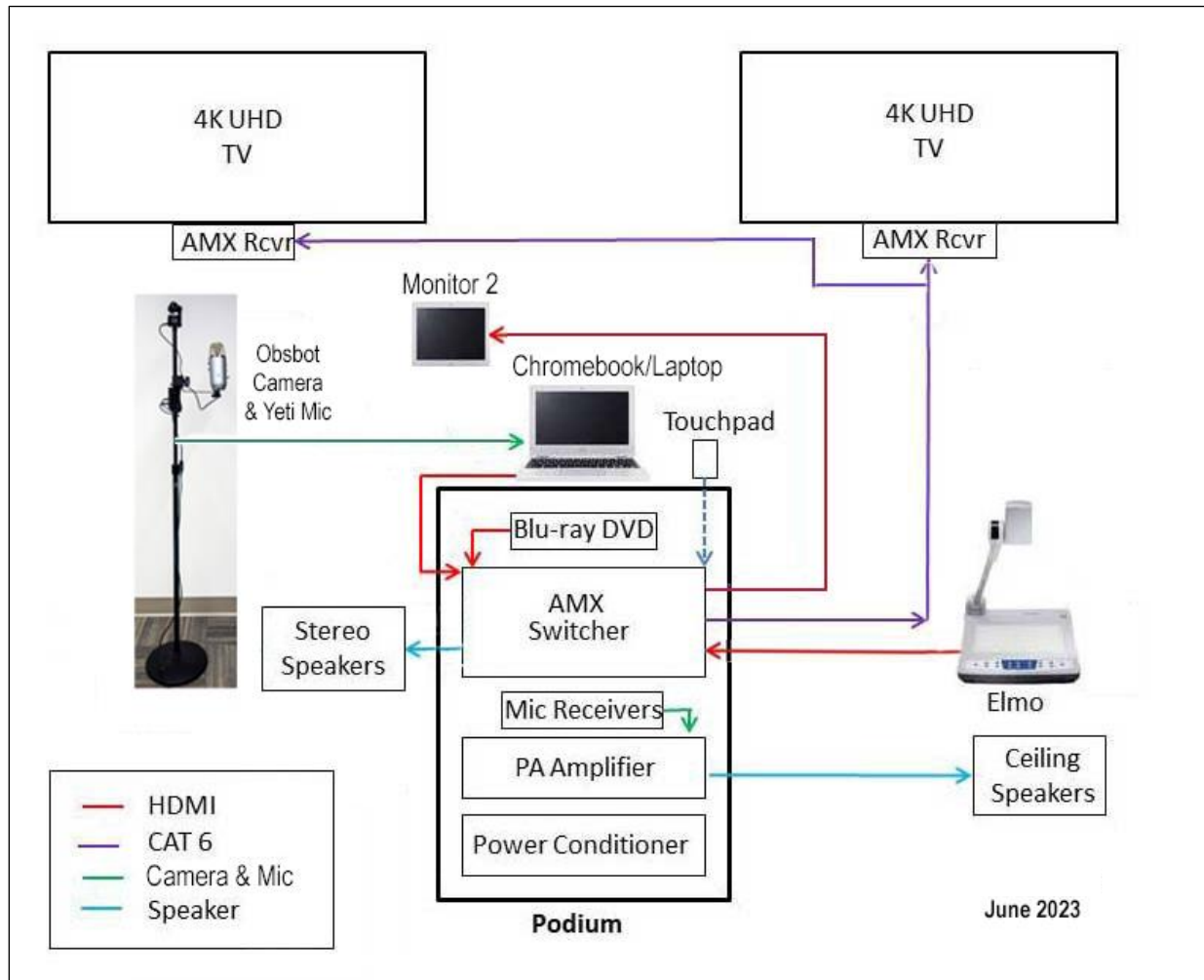
- b. Select **More** (figure below) and move the **Gesture Controls** to the left, (as shown) to disable them.



Gesture Controls disabled for discussion classes

Appendix: Additional Information

IT/AV Diagram:



Yeti mic: A microphone array on the mic allows switching between four different directional patterns:

- **Cardioid Mode:** Keeps the pickup pattern focused in front of the mic. (Typically used by instructors).
- **Omnidirectional Mode:** For sound coming from all directions.
- **Bidirectional Mode:** Best for one-on-one interviews.
- **Stereo Mode:** Used to clear separation of the left and right channels.



Mute and volume buttons are located on the front of the mic, but are not used in our applications. These settings can be managed within Zoom instead.

The camera can be configured using the Obsbot WebCam software (found on the OLLI PC laptop).

References

1. **Classroom Electronics Guide** is available in the top drawer of each classroom's podium and on the OLLI at SOU website:
(<https://sou.edu/olli/wp-content/uploads/sites/37/2024/08/Classroom-Electronics-Guide-2024-25.pdf>)
2. **Zoom Guide for Instructors** is available on the OLLI at SOU website:
(<https://sou.edu/olli/wp-content/uploads/sites/37/2024/08/Zoom-Guide-for-Instructors.pdf>)