



City of Bloomington Hosting Hybrid Meetings at City Hall

March 2022



CITY OF BLOOMINGTON
Information & Technology Services



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Click on the links above or use the arrows on your keyboard to navigate!

Zoom in Council Chambers

with CATS TV ([Printable Instructions Link](#))

This setup is for Zoom meetings (not webinars) when CATS TV will be on-site in Council Chambers.

Step 1: Turn on the Video Conference PC. *This PC is located in the wooden cabinet behind the north desk. The wireless keyboard & mouse are also in the cabinet. Power them on.*

Step 2: Open the AV room in the northwest corner of the room to access room monitor setup.

Step 3: Wake up the monitor if it is not on. (touch screen)

Step 4: Touch "Home" in the lower right hand corner of screen

Step 5: Select "Levels" in the lower left hand corner of screen.

Step 6: Unmute all of the mics. *Flashing = muted.*

Step 7: Select "Home" in the lower right hand corner to return to the previous screen.

Step 8: Select "Video" in the upper right hand corner.

Step 9: Select "Video Conf PC" on the left side of the screen.

Step 10: Select "Program Audio" and "Production Audio"

Step 11: Select which monitors you want the PC to show on by selecting "Video Conf PC" then touching the desired monitor on the screen.

Step 12: Under "Level Control" on the bottom right, power on the "Video Wall" and "Monitors"

Return to the **Video Conf PC** and use the wireless keyboard/mouse

Step 13: Login to the Video Conf PC with visitor credentials

Username: .\visitor
Password: visitor

Step 14: Open the Zoom desktop client.

Step 15: Join the Zoom meeting as a participant. *(You do not need to login to Zoom.)*

Step 16: Set display name as: **Council Chambers**. Do not host/co-host the Zoom meeting from the Video Conf PC.

Step 17: Unmute Audio → Join Audio by computer – for microphone select "Blackmagic Web Presenter"

Step 18: Start Video → In video settings, uncheck "Mirror my video"

Step 19: *From the Host's computer:* Enable Live Transcription in Zoom.

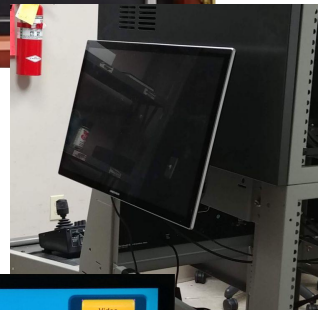
Step 20: *From Video Conf PC:* Hide Subtitles (click the up arrow next to Live Transcription).

Step 21: *From Video Conf PC:* Click on View in the upper right corner and select Full Screen.



Step 1

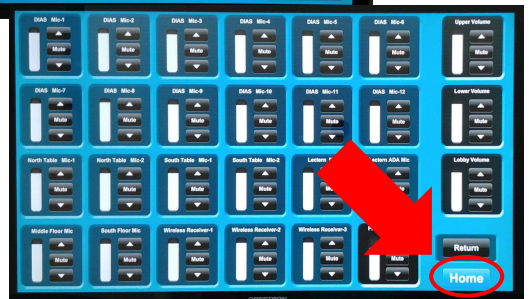
Step 3



Home Screen & Step 5



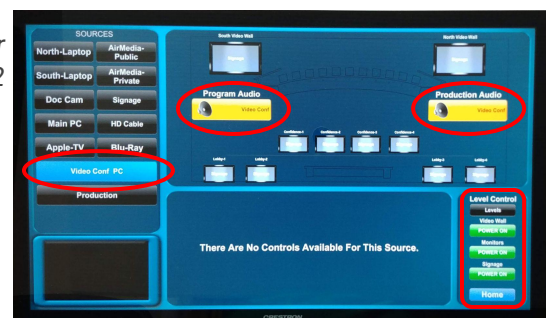
Screen for Steps 6 & 7



Screen for Step 8



Screen for Steps 9-12



Need Assistance? Call the ITS Helpdesk at 812-349-3454

Zoom in Council Chambers

with CATS TV (*continued*)

Tips & Tricks This is a working document as we come across easier/better ways to run hybrid meetings

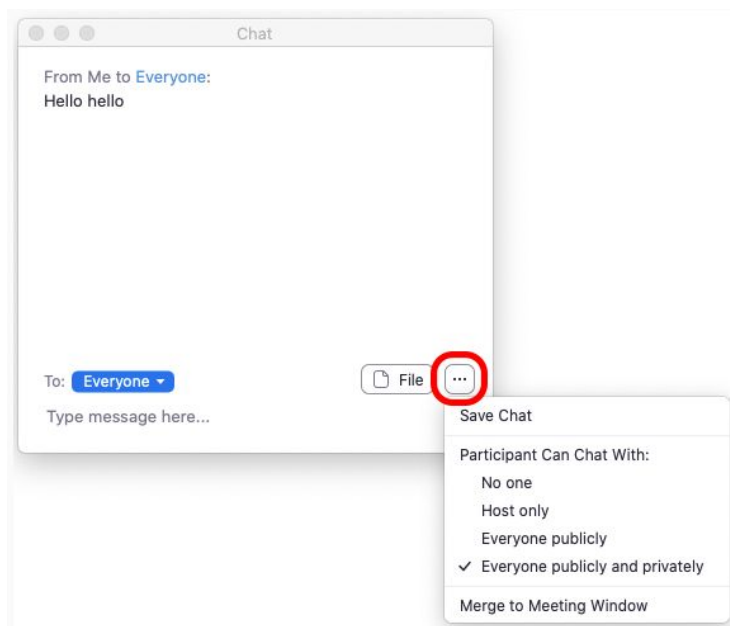
Host vs Participant

Remember to only set up the Video Conf PC as a participant, not as a host or co-host. The host screen has a lot of controls that you do not want to project on to the monitors in the Council Chambers or send out on CATS. This is something to keep in mind in all of the conference rooms. You do not want to host from the same computer that will be projecting the Zoom screen to in-person attendees. All of the notifications you receive as a host (chat, waiting room, participant list) may be distracting to your in-person attendees or you may not want them to view them.

Chat

When chat with everyone is turned on, chats will pop up on the Video Conf PC. This could be distracting and possibly be problematic. A possible solution is to only allow participants to chat with the host/co-host(s). This is a setting that has to be setup per meeting. If your Board/Commission decides this is acceptable, here are the steps to control chat access.

1. Start a meeting or webinar as host.
2. Click Chat in the Meeting Controls.
3. At the bottom of the in-meeting Zoom Group Chat window, click **the three dots at the bottom right of the box**, and then choose an option for Participant Can Chat With.
 - a. For meetings, the host can allow participants to chat with everyone or with the host only.



Presentations

If you will have a presentation during the hybrid meeting, you can display the presentation in the room but you need to coordinate with CATS so they know to change the Council Chambers Zoom video to the presentation. Zoom host/co-host(s) can also screen share from the Zoom desktop client. It may be helpful to tell participants to set their view to speaker view to ensure they can view the presentation properly.

Zoom in Council Chambers

without CATS TV ([Printable Instructions Link](#))

This setup is for Zoom meetings (not webinars) when CATS TV is not on-site in Council Chambers.

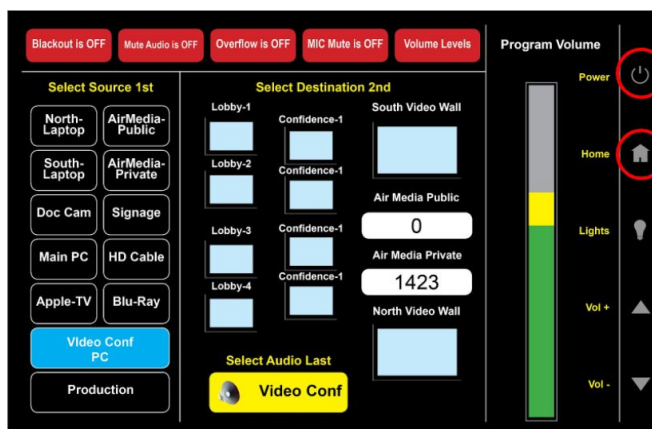
Step 1: Turn on the Video Conference PC. *This PC is located in the wooden cabinet behind the north desk. The wireless keyboard & mouse are also in the cabinet. Power them on.*

Step 2: Power on the Crestron control pad on the north table.

Step 3: Tap the Home button and select “Touch to Begin”



Step 1



Steps 2 & 3

Step 4: Select the **Device** you want to project in the room.

- On the left side of the screen under “**Select Source 1st**,” touch the **Video Conf PC** button.

Step 5: Select the **Destination** (screens) where you want the Zoom screen projected.

- Under “**Select Destination 2nd**” touch the screen icons that correspond with where you want the device projected.

Step 6: Select the **Audio** you’ll hear in the room.

- Under “**Select Audio Last**” touch the **Video Conf PC** button (from the Select Source 1st list) then touch the button under “Select Audio Last.”

Return to the **Video Conf PC** and use the wireless keyboard/mouse

Step 7: Login to the Video Conf PC with visitor credentials

Username: .\visitor
Password: visitor

Step 8: Open the Zoom desktop client.

Step 9: Join the Zoom meeting as a **participant**. (You do not need to login to Zoom.)

Step 10: Set display name as: **Council Chambers**. Do not host/co-host the Zoom meeting from the Video Conf PC.

Step 11: Start Video → In video settings, *uncheck* “Mirror my video”

Step 12: Unmute Audio → Join Audio by computer – for microphone select “Blackmagic Web Presenter”

Step 13: Enable Live Transcription in Zoom from the *Host’s computer*

Step 14: You can hide the transcription from showing on the screens in Council Chambers without affecting Zoom attendees ability to view them. To Hide Subtitles → click the up arrow next to Live Transcription on the Video Conf PC and select Hide Subtitles.

Step 15: From Video Conf PC: Click on View in the upper right corner and select Full Screen.

Need Assistance? Call the ITS Helpdesk at 812-349-3454

McCloskey Conference Room

The McCloskey Conference room has been outfitted with a Meeting Owl Pro: 360° camera/audio unit. This unit is **ALWAYS** powered on. **Do not attempt to troubleshoot or adjust the Owl unit.** Contact the Helpdesk if you need assistance.

Setting up your video meeting with the in-room PC

1. Login to the PC.
2. Open your video meeting platform.
3. Join the meeting with computer audio.
4. Select the Meeting Owl for both audio and video input. *The Meeting Owl display settings cannot be changed by employees.*
 - a. In Video Settings: Uncheck Mirror my video.



Display meeting with in-room projector screen

1. Turn on the Projector with the black remote (*generally located on the cart with the PC*)
2. Lower the projector screen using the wall control on the North wall.
3. Push the “On” button to lower the screen; the “off” button raises the screen.
4. If the PC screen is not displaying on the projector screen, confirm that the source input is set correctly. Press Source on the remote control until the PC screen is displayed.



If you are hosting a public meeting and displaying the meeting on the projector, you may want to consider using a separate device to host the meeting and make the PC login a participant only. Specifically in Zoom, the additional host controls on the host's screen layout could be distracting to members of the public viewing the projector screen.

Audio Feedback

If members of the meeting or attendees on-site are also logged into the virtual meeting, it could cause feedback. ***Make sure that devices in the room are muted to reduce audio feedback.***

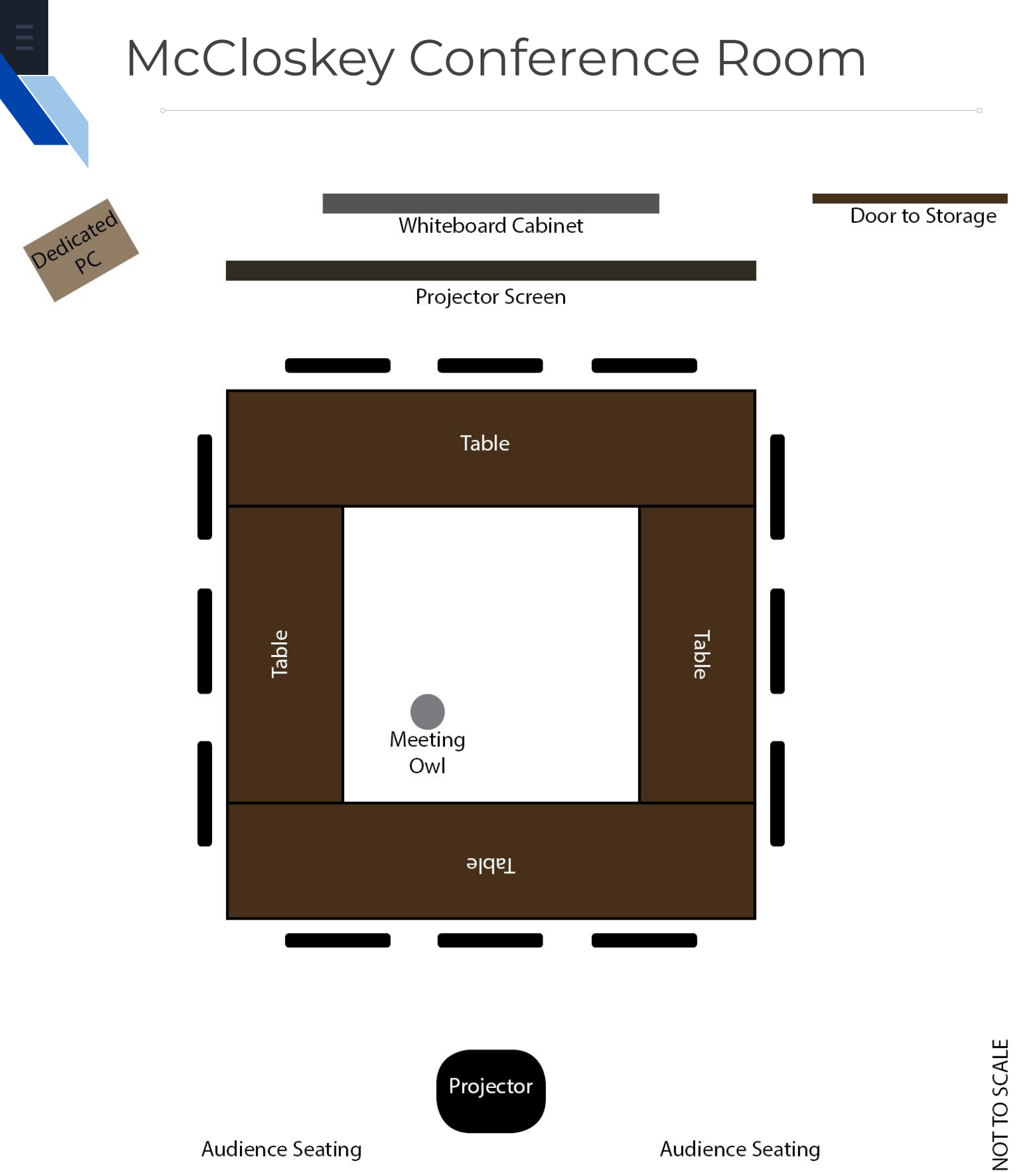
Room Layout

The tables need to be kept in their original square layout in order to ensure that participants are viewable by the Owl Pro camera. You can orient the participants to sit facing the projector screen or the audience (if you have members of the public attending) *but please do not rearrange the tables.*

If you have a completely in-person meeting and need to rearrange the room, please reset it to the original layout when you are done. *See image on next page for how room should be setup for hybrid meetings – chair placement is optional.*

Need Assistance? Call the ITS Helpdesk at 812-349-3454

McCloskey Conference Room



Hooker Conference Room

The Hooker Conference room has been outfitted with a Meeting Owl Pro: 360° camera/audio unit. This unit is **ALWAYS** powered on. **Do not attempt to troubleshoot or adjust the Owl unit.** Contact the Helpdesk if you need assistance.

Setting up your video meeting with the in-room PC

1. Login to the PC.
2. Open your video meeting platform.
3. Join the meeting with computer audio.
4. Select the Meeting Owl for both audio and video input. *The Meeting Owl display settings cannot be changed by employees.*
 - a. In Video Settings: Uncheck Mirror my video.

Display meeting with in-room projector screen

1. Turn on the Projector with the black remote.
If the PC screen is not displaying on the projector screen, confirm that the source input is set correctly. Press Source on the remote control until the PC screen is displayed.

If you are hosting a public meeting and displaying the meeting on the projector, you may want to consider using a separate device to host the meeting and make the PC login a participant only. Specifically in Zoom, the additional host controls on the host's screen layout could be distracting to members of the public viewing the projector screen.

Setting up your video meeting using your laptop

1. Disconnect the USB cable marked "Owl" from the PC.
2. Connect the USB cable to your laptop.
3. Open your video meeting platform.
4. Join the meeting with computer audio.
5. Select the Meeting Owl for both audio and video input. The Meeting Owl display settings cannot be changed by employees.
6. After your meeting ends, plug the USB cable back into the PC.

Audio Feedback

If members of the meeting or attendees on-site are also logged into the virtual meeting, it could cause feedback. **Make sure that devices in the room are muted to reduce audio feedback.**

Room Layout

The tables need to be kept in their original square layout in order to ensure that participants are viewable by the Owl Pro camera.

If you have a completely in-person meeting and need to rearrange the room, please reset it to the original layout when you are done.

Need Assistance? Call the ITS Helpdesk at 812-349-3454



Kelly Conference Room

The Kelly Conference room has been outfitted with a Meeting Owl Pro: 360° camera/audio unit. This unit is **ALWAYS** powered on. **Do not attempt to troubleshoot or adjust the Owl unit.** Contact the Helpdesk if you need assistance.

Setting up your video meeting using the TV monitor

1. Turn on the TV. *If the TV does not display the PC, press the INPUT button on the remote control and use the arrows to select PC.*
2. Power on the mini PC (located on the shelf to the left of the TV), the wireless keyboard, and wireless mouse.
3. Login to the PC with your City login.
4. Open your video meeting platform.
5. Join the meeting with computer audio.
6. Select the Meeting Owl for both audio and video input. *The Meeting Owl display settings cannot be changed by employees.*
 - a. In Video Settings: Uncheck Mirror my video.

Setting up your video meeting using your laptop

1. Disconnect the USB cable marked "Owl" from the mini PC.
2. Connect the USB cable to your laptop.
3. Open your video meeting platform.
4. Join the meeting with computer audio.
5. Select the Meeting Owl for both audio and video input. The Meeting Owl display settings cannot be changed by employees.
6. After your meeting ends, plug the USB cable back into the mini PC.

Audio Feedback

If members of the meeting or attendees on-site are also logged into the virtual meeting, it could cause feedback. **Make sure that devices in the room are muted to reduce audio feedback.**



Dunlap Conference Room

The Dunlap Conference room has been outfitted with a Meeting Owl Pro: 360° camera/audio unit. This unit is **ALWAYS** powered on. **Do not attempt to troubleshoot or adjust the Owl unit.** Contact the Helpdesk if you need assistance.

Setting up your video meeting using the TV monitor

1. Turn on the TV. *If the TV does not display the PC, press the INPUT button on the remote control and select HDMI1.*
2. Power on the mini PC (located behind the TV), the wireless keyboard, and wireless mouse.
3. Login to the PC with your City login.
4. Open your video meeting platform.
5. Join the meeting with computer audio.
6. Select the Meeting Owl for both audio and video input. *The Meeting Owl display settings cannot be changed by employees.*
 - a. In Video Settings: Uncheck Mirror my video.

Setting up your video meeting using your laptop

1. Disconnect the USB cable marked "Owl" from the mini PC.
2. Connect the USB cable to your laptop.
3. Open your video meeting platform.
4. Join the meeting with computer audio.
5. Select the Meeting Owl for both audio and video input. The Meeting Owl display settings cannot be changed by employees.
6. After your meeting ends, plug the USB cable back into the mini PC.

Audio Feedback

If members of the meeting or attendees on-site are also logged into the virtual meeting, it could cause feedback. **Make sure that devices in the room are muted to reduce audio feedback.**



Allison Conference Room

The Allison Conference room has been outfitted with a Meeting Owl Pro: 360° camera/audio unit. This unit is **ALWAYS** powered on. **Do not attempt to troubleshoot or adjust the Owl unit.** Contact the Helpdesk if you need assistance.

Setting up your video meeting using the TV monitor

1. Turn on the TV.
2. Power on the mini PC (located behind the TV), the wireless keyboard, and wireless mouse.
3. Login to the PC with your City login.
4. Open your video meeting platform.
5. Join the meeting with computer audio.
6. Select the Meeting Owl for both audio and video input. *The Meeting Owl display settings cannot be changed by employees.*
 - a. In Video Settings: Uncheck Mirror my video.

Setting up your video meeting using your laptop

1. Disconnect the USB cable marked "Owl" from the mini PC.
2. Connect the USB cable to your laptop.
3. Open your video meeting platform.
4. Join the meeting with computer audio.
5. Select the Meeting Owl for both audio and video input. The Meeting Owl display settings cannot be changed by employees.
6. After your meeting ends, plug the USB cable back into the mini PC.

Audio Feedback

If members of the meeting or attendees on-site are also logged into the virtual meeting, it could cause feedback. **Make sure that devices in the room are muted to reduce audio feedback.**

