

## **Zendo Zoom Tech Instructions – 11/29/2021**

**Make sure to work your way through every step!**

### **PREP**

1. **Arrive 30 minutes before the event begins.** If the door is locked, there's a lockbox on the east side of the building with the combo BWZ. (Clockwise to B, counterclockwise past W the first time, stop at W the second time, then clockwise to Z.) Unlock the door using the hex key, and then put the key back in the box right away.
2. In the Zendo, **shift the Zoom cart slightly so it is facing directly away from the Exit door**, toward the door to the Zendo (if it isn't already like this). We will move the cart to face the people in the Zendo for class/talk, but during zazen/chanting we want it to be less obtrusive.
3. **Turn on the black surge strip on the Zoom cart.**
4. **Power on the TV** (with the remote), the **cart laptop**, and the **doan laptop** (the doan laptop is the one by the instruments; we call the instrument person a "doan").
5. **Sign in to the laptops** using the passwords you can find on sticky notes right next to their keyboards when you open them up.
6. **Open the Zoom app on each laptop and sign in using the Bright Way Zen username and password.** (Yes, multiple computers can be logged into the account at the same time.) The username and password can be found on a sticky note either on the laptop desktop, or on the real-life sticky next to the keyboard.
7. As you are signing in to Zoom, **DO NOT JOIN AUDIO on the Cart laptop.** Only ONE Zoom can be connected to audio at a time or we get bad feedback. You can check the box "Do Not Join Audio" as you enter the Zoom meeting, or - if you end up joining audio - you can disconnect from audio by clicking the up arrow next to the microphone icon (where you mute/unmute). Then select "Leave Computer Audio." This is also where you can connect a Zoom to audio if you want.
8. As you are signing in to Zoom, **DO NOT JOIN AUDIO on the Doan laptop, either.** If you join audio, the conversations happening on Zoom will be broadcast into the Zendo.
9. **If you want to talk to the Zoom folks**, though (it's more than 10 minutes before show time, no one is sitting zazen in the Zendo, and/or you want to/need to chat

with the Zoom folks) go ahead and **join audio on the Cart Laptop**, and unmute yourself. About 10 minutes ahead of time, or when someone comes into the Zendo to sit, leave/disconnect from Zoom audio again.

10. In Zoom, **rename the cart laptop "Bright Way Zen - Cart" and the doan laptop "Bright Way Zen - Doan"** (no need for the quotes). This is important so the remote Zoom Host knows how to interact with each of the Zendo Zoom connections.
11. **Aim the Cart laptop webcam at the main altar**, so you can see the Doan, altar, and teacher's seat.
12. **Aim the Doan laptop webcam into the Zendo**, so you can see the people in the Zendo, more or less. Take the webcam off the top of the laptop and set it on the little table. You may want to adjust where the camera is pointing depending on where people end up sitting.
13. **Connect the TV to the Cart laptop**: Using the remote, arrow left on the default screen from Home to Input (this is a box with an arrow in it). Select Input, and the HDMI1. The TV should now mirror what's on the laptop.
14. **Close the laptop and maximize Zoom on the TV**: Once the TV mirrors what's on the laptop you can close it. There's a wireless mouse you can then use to control things (although if you need to type anything, you'll need to open the laptop again). You'll need to maximize the Zoom window on the TV after closing the laptop.
15. Until show time, **lightly monitor the Cart Zoom** for Chats from the Zoom Host you may need to read, and also to close any pop-up windows that appear. (You don't need to stand there the whole time, just keep your eye on things and check in from time to time.)
16. **Choose a seat next to the Zoom Cart** so you can be there for tech support.

## SHOW TIME

1. About two minutes before show time, the Zoom Host will mute everyone, and then send a Chat to the Bright Way Zen - Doan Zoom saying this has been done. The Doan/Timekeeper will then **join audio on the Doan laptop and unmute** before going to ring the densho bell. As Zoom tech, it would be good to **be nearby and make sure this happens correctly**.
2. As chanting happens, **adjust the volume of the Doan laptop speakers** as necessary.

3. For the most part, things have been going smoothly from here on out, but be **ready to help if necessary**, especially if the Doan/Timekeeper/Speaker needs any help navigating Zoom, or whether they have perhaps remained unmuted during zazen/kinhin, or have forgotten to unmute for critical bells or announcements. You can look up at the Cart Zoom to see whether the Doan Zoom is muted or not (muted = microphone with a slash through it, unmuted = no slashed microphone icon).

## **SOCIAL BREAK**

During the social break between zazen and class/discussion, once people on Zoom have been put into breakout rooms and people in the Zendo have been greeted and start to talk and leave the Zendo:

1. **Disconnect audio on the Doan laptop and *then* connect ("join") audio on the Cart laptop instead.**
2. Put the **Doan webcam** back on the top of the Doan laptop so it will face the speaker.
3. **Turn the whole Zoom cart so the TV faces the main part of the room.** Note! Because of cords, the cart can't move very far from the wall.
4. **Turn the Cart webcam to face you as you stand in front of the cart, and so it shows the people in the Zendo.** Now anyone in the Zendo (including you) can unmute and go up and talk to folks on Zoom.
5. **Interacting with Zoom folks:** You might want to unmute and say hi to the Zoom host, and maybe even join a breakout room. However, keep the Cart Zoom muted unless someone is actively conversing with Zoom (the Zendo Zoom connection can get pretty noisy). If for some reason the conversations on Zoom are loud and obtrusive in the Zendo, you can go ahead and leave/disconnect from Zoom audio.

## **CLASS/DISCUSSION**

1. *Before* class/talk, **disconnect audio on the Cart laptop and connect ("join") audio on the Doan laptop again.** Mute the Doan laptop (the speaker will unmute themselves).
2. **Adjust the Cart webcam** so it shows a maximum number of the Zendo folks.
3. During class/discussion, **be ready to interact with the Cart Zoom as necessary** - things like muting anyone who doesn't need to be unmuted, closing pop-up

windows, and toggling back to gallery view in case the Zoom view gets changed to show the speaker enlarged (people in the Zendo can already see the speaker).

4. During class/discussion, **be ready to offer tech support as necessary**. This is, fortunately, becoming less necessary as we figure things out. It doesn't matter if you're an expert, you'll just assist the speaker in trying to figure things out rather than leaving it all to them to continue to lead the class/give the talk and deal with Zoom at the same time.

## **CLOSING UP**

1. After class/talk, shut down Zoom on both laptops.
2. Power down both laptops.
3. Turn off the TV.
4. Turn off the power strip on the Zoom cart.

Thanks!!!