COUNCIL SET UP – CRASH COURSE

1. Turn on system (wall power button near cabinets/microphones)
2. Set out microphones (test as you set them out then turn them off)
3. Make sure you have a mic at the speaker stand
4. Give Monique an iPad ☺
5. Plug in the laptop with the long gray cord/adapter on Ben’s part of the dias.
6. Plug in the camera on the tripod – it’s usually set up at the far edge of the dias (where Mike is sitting this meeting – Mayor’s side of the dias, but at the end) The cord runs under the dias desks – not the cleanest solution, but it works.
7. Make sure the cord runs from the camera into the adapter so it’s hooked to the laptop.
8. Sign into Zoom – start the Director’s Call link
9. Connect the video to the camera and the audio should auto connect to Scarlett (our mics)
10. At the top bar (gray bar) Click on Meeting and a drop down menu will appear. Select recording to the cloud
11. At the bottom there will be some options (like mute, video, etc) Click on the three dots and select Livestream from the options – select Livestream to YouTube
12. Wahlah!