To Use Zoom Meetings:

1. In attic entrance (main floor), turn on rack power supply (red toggle switch, bottom right in rack; this presumes the light switch at the back of the rack, mid-height, which lets it get power, is already on);

2. Turn on PC (under rack, in the middle of the PC, on the front, top black button);

3. Turn on PC monitor if necessary;

4. Log into PC using [redacted] password;

5. Click Zoom icon on taskbar (bottom of screen);

6. 'Sign In' to Zoom using your local unit Zoom Account username and password;

7. In 'Meetings' menu/tab, start your recurring meeting; then configure security and whiteboard settings;

8. Turn on (green) Zoom On/Off switch (in attic entrance, bottom of rack), if not already on; the camera should be visible in Zoom;

9. If needed, point the camera remote control at the IR sensor in the rack (above the word 'Lowell') to switch views (hit '1' for a closer view of the pulpit, musical conductor, organist, and pianist; hit '2' for a far out view of the entire rostrum, for a choir; to program another camera angle: use pan/tilt/zoom arrows to reposition the camera, then hold 'preset' button and hit a number, then hit that number to switch to that camera angle as needed);

10. Turn off (red) Zoom On/Off switch (in attic entrance, bottom of rack) to finalize your check that the A/V feed goes on and off in Zoom, and that the switch is working; then the Presiding Authority and counselors could turn it on for the meeting (from the back of the Bishop's [controls] pedestal in the chapel), if streaming, and turn it off and on as necessary for some baby blessings, the sacrament, etc., alleviating the tech specialist from needing to miss out on being in the meeting, going into and out of the meeting, or trying to control it remotely from the middle of the room over less reliable wireless methods (that change with software updates), etc.; these switches also enable the tech specialist to 'help' the presiding authority start the stream, as mentioned in the General Handbook, without doing it all for them;

11. The camera remote control can be taken to the chapel or overflow and pointed at the camera to change views during the meeting; return the remote control to the attic entrance when finished: the next ward/branch can make use of it in the attic entrance, and take it with them to the chapel or overflow as necessary, and return it;

12. 'End Meeting' [For All] in Zoom when the meeting is finished;

13. **SHUTDOWN PC** and **TURN OFF RACK POWER SUPPLY** (red toggle switch, bottom right in rack), unless next ward/branch is ON-HAND (in the attic entrance) to stream their own meeting;

Leaving these on when the next ward/branch doesn't end up streaming leaves the Zoom On/Off switch LED indicator lights on, which decreases their life, confuses subsequent presiding authorities into thinking they may be streaming when they aren't, and it leaves on the hot Extron HDMI ports throughout the building, and the camera, perhaps all week, if no later ward/branch comes in to turn them off.

The PC's power plan, advanced settings, for multimedia, has been set to 'prevent idling to sleep' when sharing media (such as streaming); and Task Scheduler has had a task created and enabled ('AutoShutdownIfIdle10Min') which should automatically shutdown the PC when idle for 10 minutes. It is considered idle when mouse and keyboard actions cease, and when resource utilization is below a threshold (maybe 80% unused). It is meant as a safeguard if you forget to SHUTDOWN PC, in time for the next ward/branch meeting, though depending on software updates, etc., resource utilization could be kept high even after your meeting has ended and you cease to interact with the PC, so an automatic shutdown might not get triggered in a timely fashion for the next ward/branch, thus it is better if you: 'SHUTDOWN PC and TURN OFF RACK POWER SUPPLY (red toggle switch, bottom right in rack), unless next ward/branch is ON-HAND (in the attic entrance) to stream their own meeting'. You can 'disable' that task if needful, but should probably 'enable' it again, when you are finished with whatever necessitated such.

The Zoom On/Off switches have an IOT relay device (attic entrance, bottom of rack) which should always be left on, which plugs into a Smart Strip power strip, which should always be left on, which plugs into the rack [lower] power supply. The Smart Strip turns off all slave devices (IOT relay and PC monitor) when the master device (PC) is powered off. This prevents people from leaving the PC monitor on (even if they don't push its power button off), and prevents the Zoom On/Off switch indicator LEDs from being on, at the side of the pulpit/podium, and in the bottom of the attic entrance rack, during the week, when kids might be flipping the Zoom On/Off switch at the Bishop's [controls] pedestal in the chapel, etc.