

How to host a Zoom meeting
with one device streaming
sound and a different one
the video



- If the speaker of the meeting is far away from the webcam or microphone of the laptop, you may choose to use a different device to capture sound. It will have better quality, specially in a big room.
- This tutorial will explain how to set up and host a meeting using an iphone to capture sound and a laptop to run the meeting and capture video.

Material needed



Laptop power cord

Laptop with Zoom App

webcam

Iphone power source

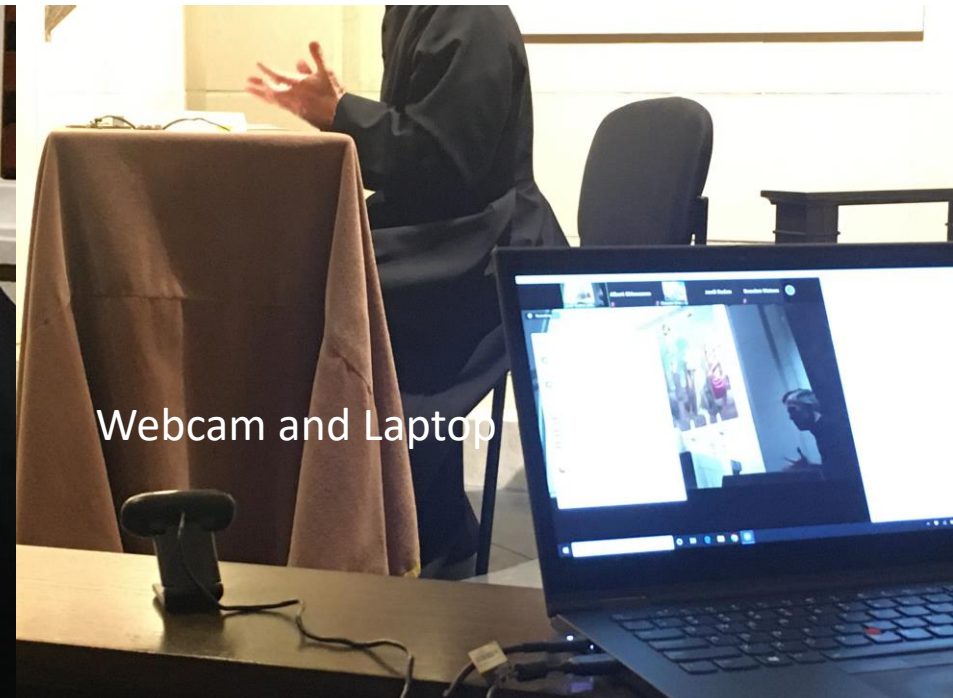
Iphone with Zoom App

Setting up the hardware

Make sure that the laptop and the iPhone are connected to a power source. For the iPhone, a powerbank is preferable, to provide some mobility in case the speaker is moving around.

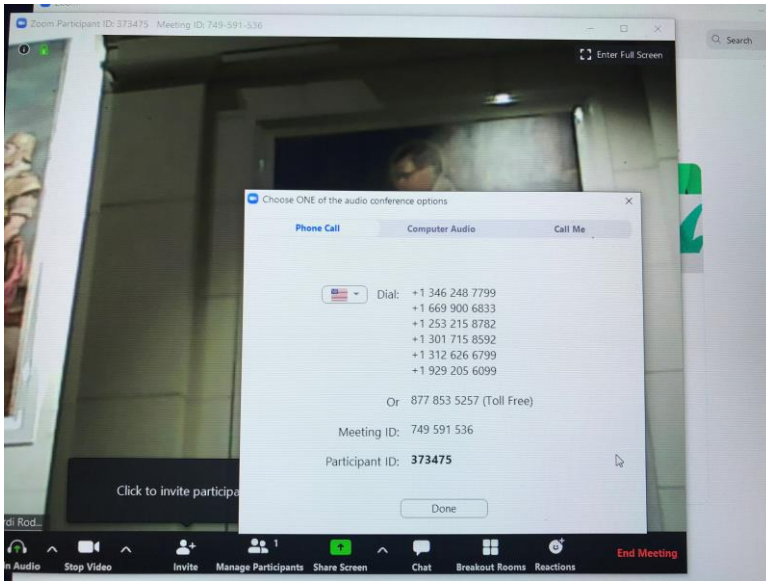
AUDIO

VIDEO



Setting up the software

IMAGE



- From the laptop, you will set up the HOST account.
- Log in to Zoom, using the host code or ask the organizer to grant you host privileges. You do not need audio in the laptop (all communications with the HOST need to be done by the CHAT feature of Zoom).
- It is very important, to avoid echo, that the laptop has the speakers muted and the microphone muted. It is better to not activate audio at all in this account. One option is to chose “Join audio by calling in (and do not call in) (fig 1).
- When prompted, mute all attendees to avoid background noise during broadcast. You can do that from the PARTICIPANTS screen.
- Set up the camera. It seems more versatile for the coordinator of the meeting, to use an independent camera (not built-in) since you may need to use the laptop to mute and unmute users and that could move the image if you use built-in cameras.
- The HOST can chose one of the images as the main one (otherwise the main image will be switching form user to user depending on where the sound is coming). For having the image of the camera as the main display, the HOST can PIN the image coming from the camera, or MAKE SPOTLIGHT. The HOST can access those features clicking on the (...) in the image of interest, opening the menu of options.

Setting up the software

- SOUND
 - From the iphone, log in to Zoom.
 - Turn off the camera and turn off the volume, since you will use this device only as microphone (it can be very distracting to the presenter if background noise is coming from the iphone).
 - Unmute this device.

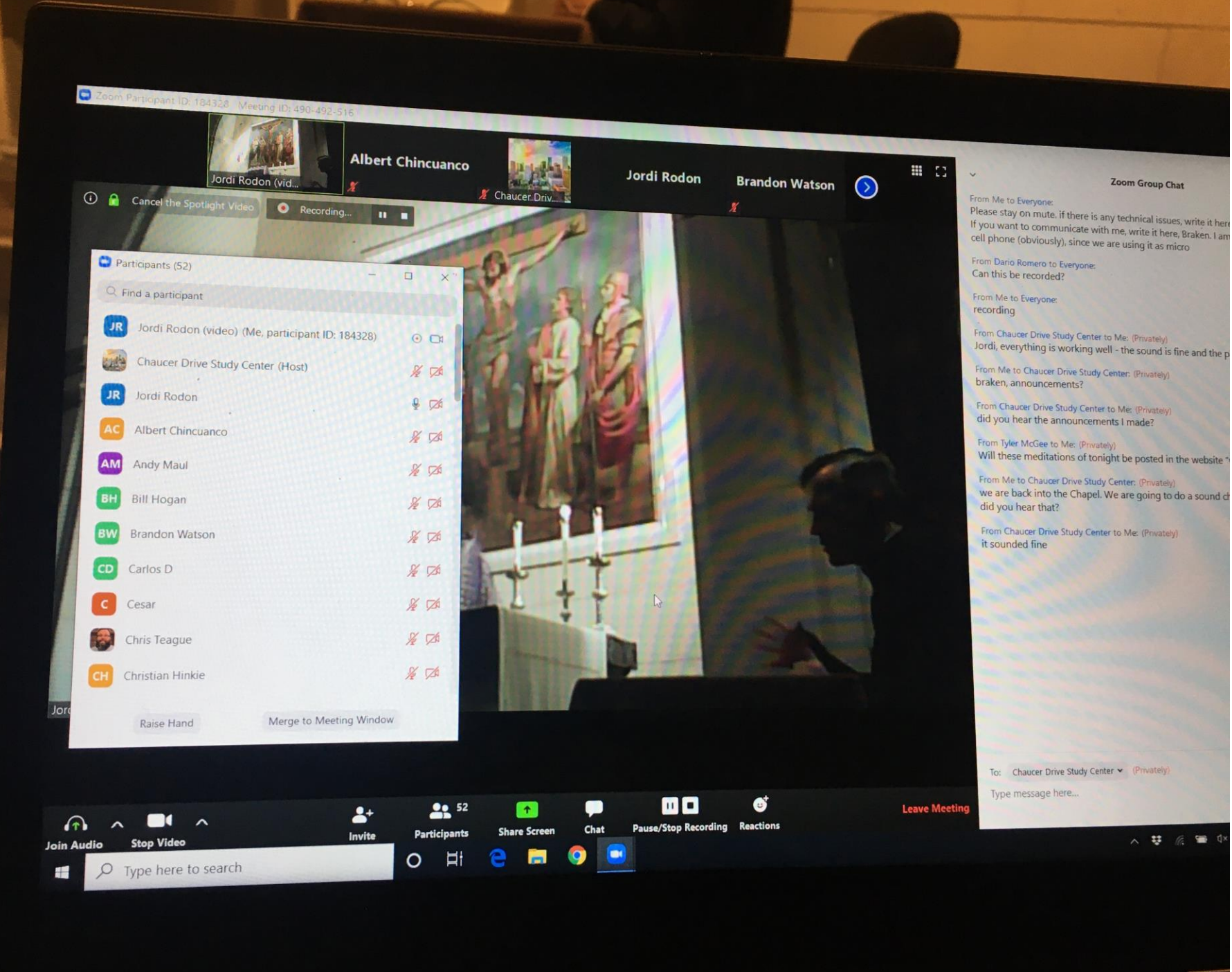
Managing the meeting

TESTING

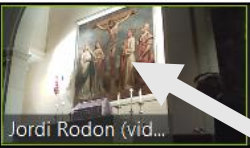
- Set up the laptop so you can see what is being streaming.
- From the Laptop, ensure that everybody is on mute. See in ATTENDEES that the microphones are muted except the iphone that is broadcasting the sound.
- Make a sound test, asking the audience using the CHAT that the sound works well.

RUNNING THE MEETING

- Record the meeting if needed. It will produce a large file, so think twice if needed.
- Mute and unmute participants as needed.
- Use the CHAT for communication.



Laptop for the manager of the meeting



Albert Chincuanco



Jordi Rodon

Brandon Watson



Recording...

PARTICIPANTS Pinned video
(mute or unmute as needed)

Participants (51)

Find a participant

- JR Jordi Rodon (video) (Me, participant ID: 184328)
- Chaucer Drive Study Center (Host)
- JR Jordi Rodon
- AC Albert Chincuanco
- AM Andy Maul
- BH Bill Hogan
- BW Brandon Watson
- CD Carlos D
- C Cesar
- Chris Teague
- CH Christian Hinkie

Raise Hand Merge to Meeting Window



VIDEO STREAMING

Zoom Group Chat

- From Me to Everyone: Please stay on mute. if there is any technical issues, write it here. If you want to communicate with me, write it here, Braken. I am not having my cell phone (obviously), since we are using it as micro 07:14 PM
- From Dario Romero to Everyone: Can this be recorded? 07:18 PM
- From Me to Everyone: recording 07:19 PM
- From Chaucer Drive Study Center to Me: (Privately) Jordi, everything is working well - the sound is fine and the picture is good 07:22 PM
- From Me to Chaucer Drive Study Center: (Privately) braken, announcements? 07:38 PM
- From Chaucer Drive Study Center to Me: (Privately) did you hear the announcements I made? 07:42 PM
- From Tyler McGee to Me: (Privately) Will these meditations of tonight be posted in the website "where you are?" 07:44 PM
- From Me to Chaucer Drive Study Center: (Privately) we are back into the Chapel. We are going to do a sound check did you hear that? 08:31 PM
- From Chaucer Drive Study Center to Me: (Privately) it sounded fine 08:31 PM

COMMUNICATION WITH PARTICIPANTS

To: Chaucer Drive Study Center (Privately) File

Type message here...