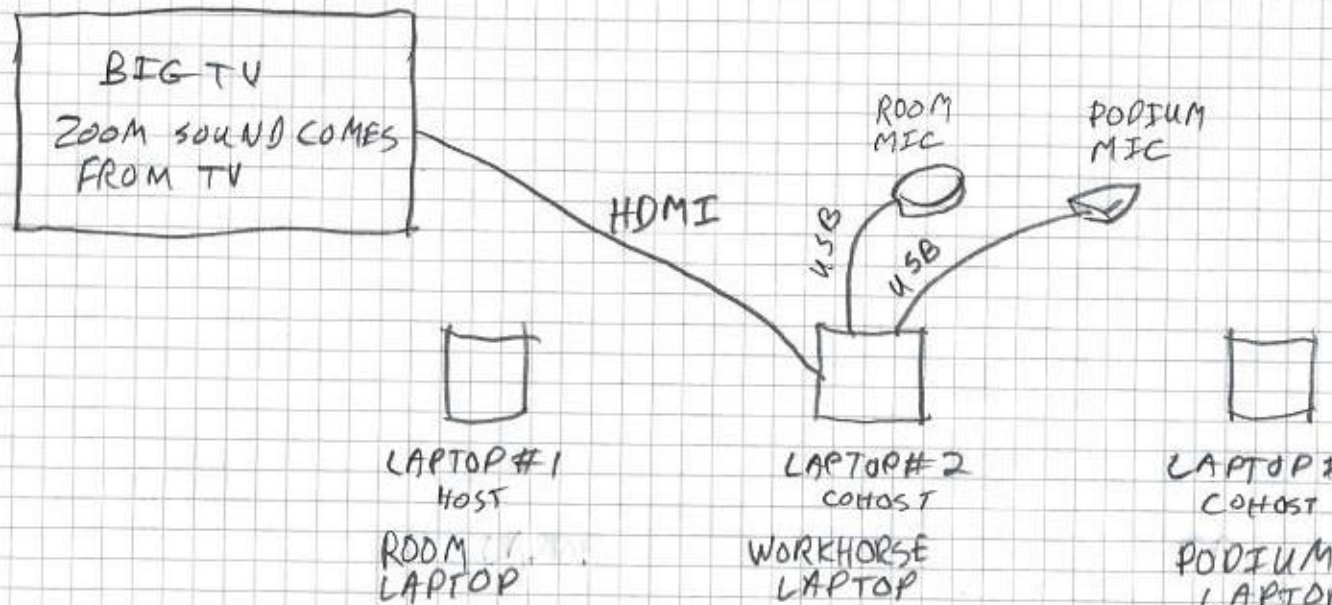


9/21/21
ARJ



- ① START MEETING AS HOST
- ② MAKE OTHERS CO HOSTS
 - MUTE (Zoom)
 - SOUND OFF (COMPUTER SETTING)

- ① DUPLICATE DISPLAY TO BIG TV
- ③ CHANGE SPEAKERS TO BIG TV
- ③ CHANGE MIC FROM ROOM TO PODIUM AS NEEDED DURING MEETING

- MUTE (Zoom)
- SOUND OFF (COMPUTER SETTING)
- VIDEO ON
- SPEAKER CAN "SHARE SCREEN" FOR POWERPOINT

CHOOSE ROOM LAPTOP OR WORKHORSE LAPTOP TO DISPLAY ROOM FROM USB CAMERA

- ④ SET WORKHORSE IN GALLERY VIEW TO DISPLAY REMOTE ATTENDEES

SOME REQUIREMENTS

- ① LONG HDMI CABLE, OR EXTENDER & HDMI COUPLER - 10'?
- ② GROUNDED EXTENSION CORD WITH MULTIPLE OUTLETS
- ③ AT LEAST (3) USB EXTENDER CABLES - 10'?
- ④ USB HUB?
- ⑤ (2) USB MICS
- ⑥ (1) OR MORE USB CAMERAS