KKFI Zoom Best Practices and Instructions

Greetings KKFI Programmers! This guide is meant to help you connect your Zoom meeting to the KKFI Broadcast.

Setting up your meeting

KKKI currently has two Zoom host accounts to accommodate our online meeting needs.

- Navigate to www.zoom.us on your computer's browser:
- Choose Login and use the following credentials.

   Username: zoom1@kkfi.org

   Password: Donate2kkfi

- Once you login, you will see a list of upcoming meetings. Make sure that the time you want is open. If it isn't, click the KKFI icon in the upper right-hand corner of the screen and choose logout. Then login in to the second KKFI account.

- Choose Login and use the following credentials:

   Username: zoom2@kkfi.org

   Password: Donate2kkfi

- Once you have logged in, select Schedule Meeting. Fill out the form with the title of your show, the meeting, the date, time and duration of your meeting. If you will need this meeting for your show on an ongoing basis check the box for Recurring meeting.

- Uncheck the box for waiting room.

- Check the box for Allow participants to join anytime.

- Uncheck the box for Mute participants upon entry.

- Check the box for request permission to unmute participants.

- Choose Save
- Once you have saved your meeting, you have an option to save that meeting as a template. This can be useful if you need to schedule multiple meetings at the same day and time each week. If you want to create a template, choose Save as Template, and give it a name.

Broadcasting your Zoom Meeting

Using the Studio Phone Line as the connection method:

- The Zoom meeting can be broadcast through the KKFI phone system using the same procedure as transferring a phone call into the broadcast board.
- Dial one of the numbers below, I usually call Chicago as it is the closest to Kansas City, but ultimately any of these numbers will work.
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- You will be prompted to enter your meeting ID it will look something like this. Meeting ID: 123 4567 8901. Enter this number followed by the # symbol
- You will then be prompted for your participant ID, just hit # again
- You will then enter your passcode, it will look like something like this, Passcode: 123456 enter the numbers followed by the # key
- You will get a voice prompt saying you are now in the meeting and it will tell you the number of participants currently in the meeting. Listen to the prompt

and if it says you are currently muted (which you should not be if you set up the meeting to automatically unmute participants) dial *6 to unmute

- Hit the transfer button on the phone for the line you are using (it will be lit up).

- Engage the "On" button on the Gentner (Telos) phone device in the equipment rack for the phone line you plan on using. Phone 1 (left side) or Phone 2 (right side).

- Hang up the phone. You have now patched your Zoom call into the broadcast board. Your participants will hear you through the broadcast mic, and you can hear them through the broadcast board once the channel fader is turned up.

- Make sure the volume on the laptop is muted AND that the microphone in the zoom call is also muted. All sound from the guests and from the host will come through the broadcast mic and through the board.

Using a Laptop device thru the Universal Input as the connection method:

- Open the Zoom Meeting on laptop

- Plug a male-to-male 3.5mm stereo cable (found in the bottom right hand drawer of the desk under the soundboard) into your laptop headphone output and into the universal input on the equipment rack (under the CD players)

- You can also use a male 3.5mm stereo cable to two RCA cables and plug into the RCA jacks on the universal input as well. Make sure the connections are seated firmly into the universal jack.

- Make sure your laptop headphone volume is turned UP

- Make sure all other system sounds are turned OFF.

- Fade up the Universal channel on the board when Zoom guests are speaking on-air

- Make sure guests are unmuted when ready to speak

- Zoom guests will hear host from the laptop mic, so it is important to keep laptop near the host while the host also speaks into the studio microphone

Useful Tips

- If using a laptop or device in the studio for the first time, run a test Zoom meeting a day or two beforehand to make sure everything is working properly on your laptop. During the test, plug in a set of headphones to make sure your headphone output is working properly and that it has the correct output settings applied.

- If you or any of the folks in the studio have logged into the Zoom call via any additional device (in addition to the primary Zoom connection to the mixing board) the output volume and microphone must be muted or there will be feedback.

- Have the first couple of phone numbers to Zoom and your meeting ID and password written down on paper and make it handy, so if your laptop device fails or has trouble connecting, you can still use the studio phone to connect to the meeting.

- Make sure to login to the Zoom before airtime with your guests to make sure they have a strong, clear connection to the meeting. Ask your guests to have their phone handy and have their phone number, so if their internet fails or the connection is bad you can call them and patch their phone into the board as an alternative.

- Make sure guests are conducting their interview in a quiet and controlled environment, free from any background noises.

- Encourage guests to make sure their internet connection is strong and stable prior to joining the Zoom meeting. Poor internet connections can result in drop-outs or poor audio quality.