**Generic Steps to Broadcast Live**

**The Dummy Computer is located in the TV computer room (2North) closet at nursing station.**

**Dummy computer password ( insert here ) NOTE ; This computer should remain on if not hit power button and it should come on**

1. Make sure the Dummy Computer is projecting to the TV channel 26 .
2. Make sure what is showing on the TV is Yellow Slide that says broadcasting will resume at 9:30am . It should take up the whole screen. If it does not open that window and it looks like you are looking at a PowerPoint. Above the slide you should see the word present. Hit that and then the entire screen will display that slide and that is what will project on the TV Channel 26

*NOTE: I created a Gmail account for your facility in which the zoom invitations are delivered and then I created under google documents a slide show that Says : Hello Welcome to FutureCare Irvington’s Live Broadcast Channel . Broadcasting will resume at 9:30am Yellow Background with black writing for the visually impaired*

**Setting up the broadcasting Computer located in the activity assistant Office . IR-SATL01**

1. Turn the Power on . It should display the name (insert display name ) and then ask for a password and you type (insert password) and hit the arrow
2. Then you go to chrome .
3. The internet will open and you can type [www.zoom.com](http://www.zoom.com)
4. To sign in email address is [(](mailto:worsleyd@futurecare.com) insert your zoom user name
5. Password Insert your zoom password
6. Hit schedule meeting
7. Hit my meetings . You will see a reoccurring meeting called Daily broadcast COVID 19 when you are ready to broadcast 9:20 hit start . The program will start .
8. You may have to run program and then it will start . The camera will come on and the microphone will be live . once you have officially see yourself and see microphone working you know you are good to go . Mute microphone until you are ready .

NOTE : make sure the office door is closed leading to the dining room for HPPA and not to capture staff and or residents in the camera view

**Now you are ready to broadcast you must go back upstairs and connect to the zoom meeting from the dummy computer**

1. You need to hit exec to exit from full screen from the yellow announcement sign you are displaying.
2. You should see the first tab for Gmail in browsers window. It should already be open to the email link and you just have to click the zoom link to connect .
3. You should start to see a black square and the work connecting then see the broadcasting room .
4. Make sure the dummy computer is not connected to the video and that your mute the microphone. You are now live
5. Go to the broadcast computer unmute the mic and have fun .

Troubleshooting:

1. After your live broadcasting in the am . on the broadcasting computer hit end meeting . This will prevent the problems from Friday afternoon . Then go to go the dummy computer hit leave meeting .
2. When you are not broadcasting or when you are scheduled to show a you tube video or movie then you must do this anyway .
3. Follow the links that provide for programming . Sensory and relaxation you can go open another browser window and type you tube sensory aquarium then the you tube video opens you can press play . wait till the add is done and then expand to full screen . NOTE Keep an eye on the screen.
4. If while you are broadcasting live the screen turns black you are still recording . the computer when to sleep move the mouse pad and it may have to put back in the password (insert password) this will have the screen open again
5. At the end of the day . End meeting and turn off broadcasting computer
6. End of day – end meeting on dummy computer return to the google slide tab with yellow PowerPoint that say broadcasting will resume at 9:30 am and hit present so that slides takes up the entire screen. Keep everything plugged in and move everting INCLUDING REMOTE TO TV back in the closet.
7. Great places to find movies and sensory video [www.nccap.org](http://www.nccap.org) then go to the COVID 19 resources page tons of great stuff