

Process: LiveStream Setup

1. Set Up Stand for Computer (A small table or a level music stand will work)
 - a. Set up Computer. Plug in the power cord.
 - b. Plug in Ethernet Cord with Adaptor (the ethernet cord is at the left wall)
2. Open and Turn on the Livestream Computer.
 - a. The power button is on the left side of the computer.
3. Enter the Computer Password
 - a. **Computer Password:** DAMTA2022!
 - b. Make sure the letters of the password are capitalized.
4. Set Up Webcam Stand & mount the webcam to the top.
 1. Place the Webcam stand at least 10 feet back from the stage
 2. No separate Power Cord is needed since the computer cable gives it power.
5. Connect the Livestream computer and webcam using the grey/black USB cord.
 - a. **IMPORTANT:** The Computer should be turned on and connected to the Webcam **BEFORE** the webcam is turned on.
 - b. Make sure the cord is connected to both devices and the cable is secure.
6. Turn on the webcam.
 - a. The Power Button is on top of the camera with a little red dot and arrow.
7. On the computer screen, click to open Zoom.
 - a. The zoom icon is on the main screen to the left.
8. Check the screen on the camera (or in zoom) for the best position.
 1. Make sure you can see the stage entirely.
 2. Ensure the camera and cords are where they won't get knocked over.
9. Click to start the Zoom meeting.
 - a. The list of recurring meetings will show up on the left side of the zoom screen.
 - b. From the list, scroll down to the meeting you are starting. Click it.
 - i. For example, if you are hosting a Musicale, click "DAMTA Student Musicale."
 - c. Click to start the meeting. If you shared the meeting info in advance, those with the link and passcode should not have trouble signing on to zoom.

BACKUP INTERNET OPTION: Connect to Classic Pianos Upper WIFI
Password for **Classic Pianos Upper WIFI:** piano123