

Tech Specs and Instructions for the ELCA Greater Milwaukee Synod

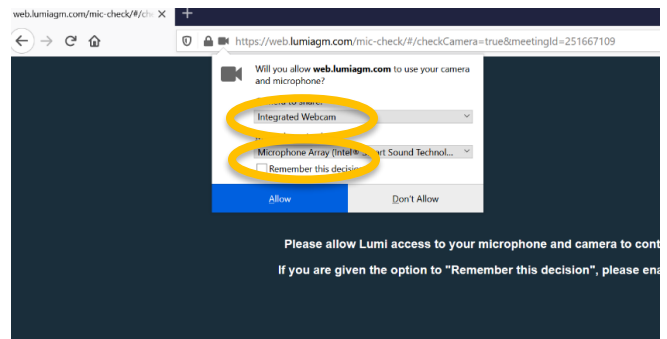
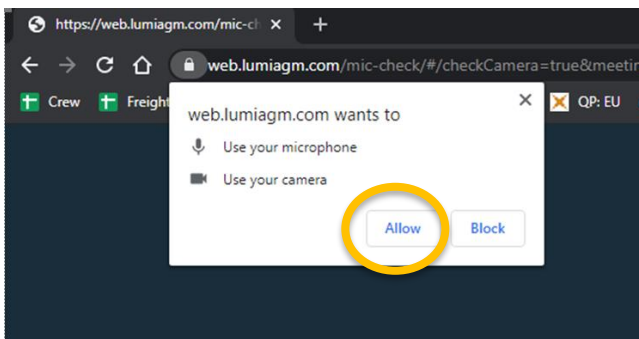
This instruction sheet is provided to help members navigate the virtual meeting. Information such as understanding how to log in to the virtual platform, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the virtual meeting and to also join the Test Your Tech Session on **Thursday, April 29, 2021 from 6:30pm – 8:30pm Central Time.**

Requirements

- You must join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile devices, such as iPhones, Androids, or any mobile phones, are not supported.
- Tablets and iPads are not supported.
- It is recommended to use **Chrome**. New Edge (Chromium) and Firefox are also supported browsers. Do not use 'Legacy' Edge, Internet Explorer or Safari.

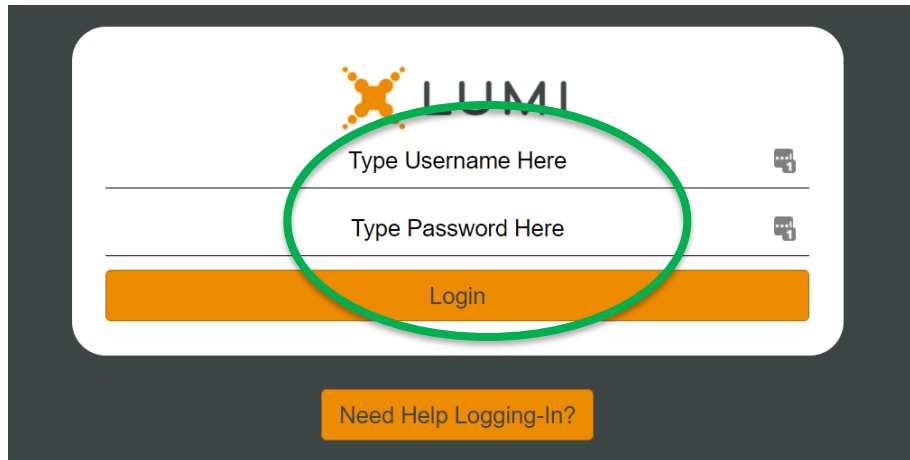
Meeting Link

- Please click on <https://web.lumiagm.com/mic-check/#/meetingId=213-883-356> to access the virtual meeting.
- After clicking on the link, you will be taken to a black screen with a pop-up window asking if you would like to allow Lumi to access your microphone. Click **ALLOW**. This will allow you to turn on your microphone during the virtual meeting.
- If you are using Chrome or Edge, your browser will remember this setting.
- If you are using Firefox, please also click "Remember" button for future use.
- After clicking allow, you will then be directed to the Lumi log in screen automatically.



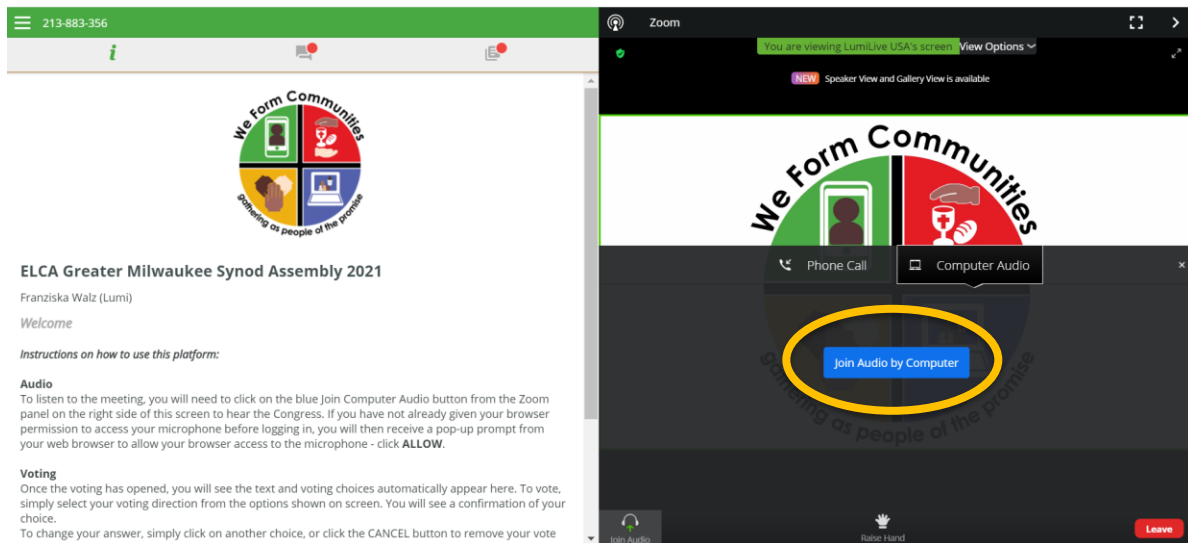
How To Login

- All Voting Members can log in with the following credentials:
 - Username = **unique username provided to you by the ELCA staff (case sensitive)**
 - Password = **assembly2021 (all lower case)**



After Logging in to your virtual meeting

- After logging into your virtual meeting, you must connect your **Computer Audio** to the Zoom meeting that is inside the Lumi Platform. To do this:
 - Click on the blue “Join Audio by Computer” button that pops up on the right Zoom panel of the virtual platform



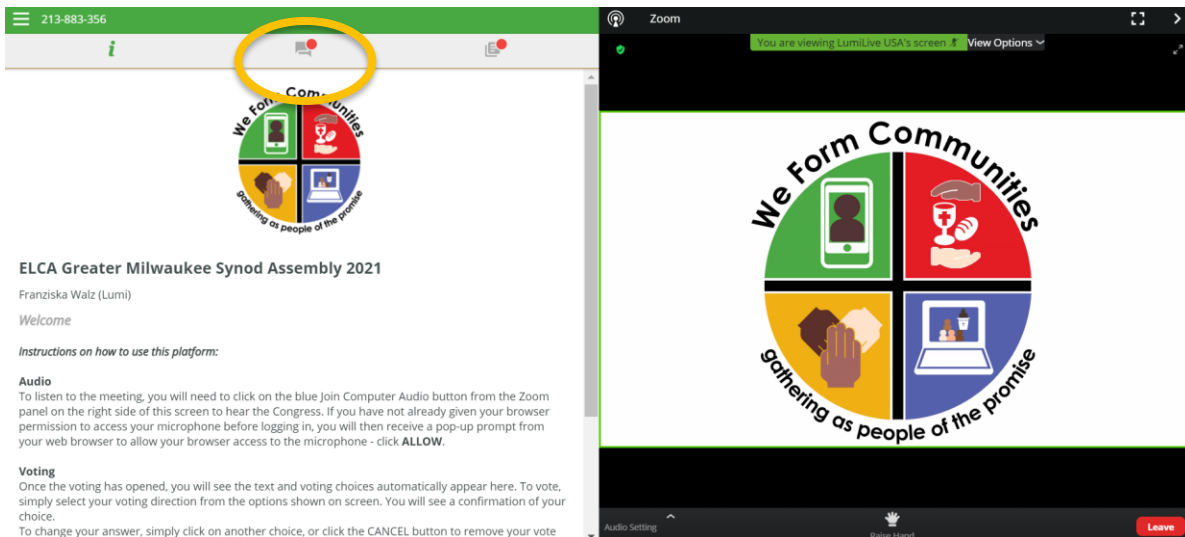
Virtual Meeting Page Layout

Once you have logged in to the virtual meeting and connected your computer audio to Zoom, you are ready for the virtual meeting. You will see the Info Page on the left side of your screen and the Zoom window on the right side of your screen. This is what you will use each side for:

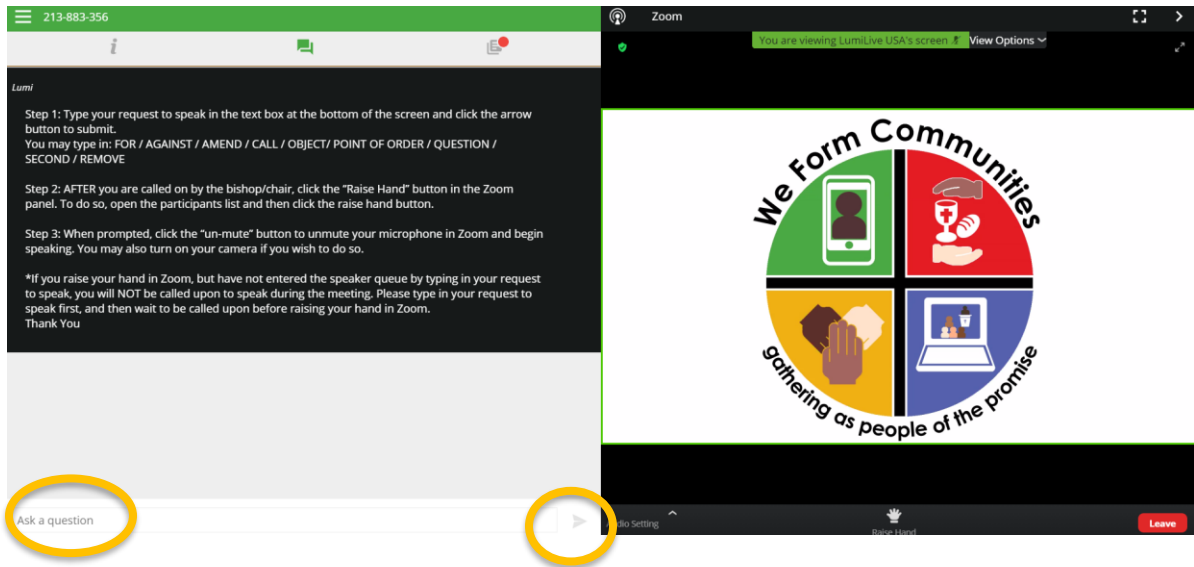
Info Page / Speaker Queue / Documents (left side of screen)	Zoom window (right side of screen)
Use for: <ul style="list-style-type: none"> • Viewing Information • Entering the speaking queue • Voting on motions • Voting on elections • Viewing Documents 	Use for: <ul style="list-style-type: none"> • Viewing / listening to meeting proceedings • Raising your hand to speak after being called on by the Bishop/ Speaker • Enabling audio to participate in the discussion, after being called on by the Bishop/ Speaker

Speaking during the virtual meeting

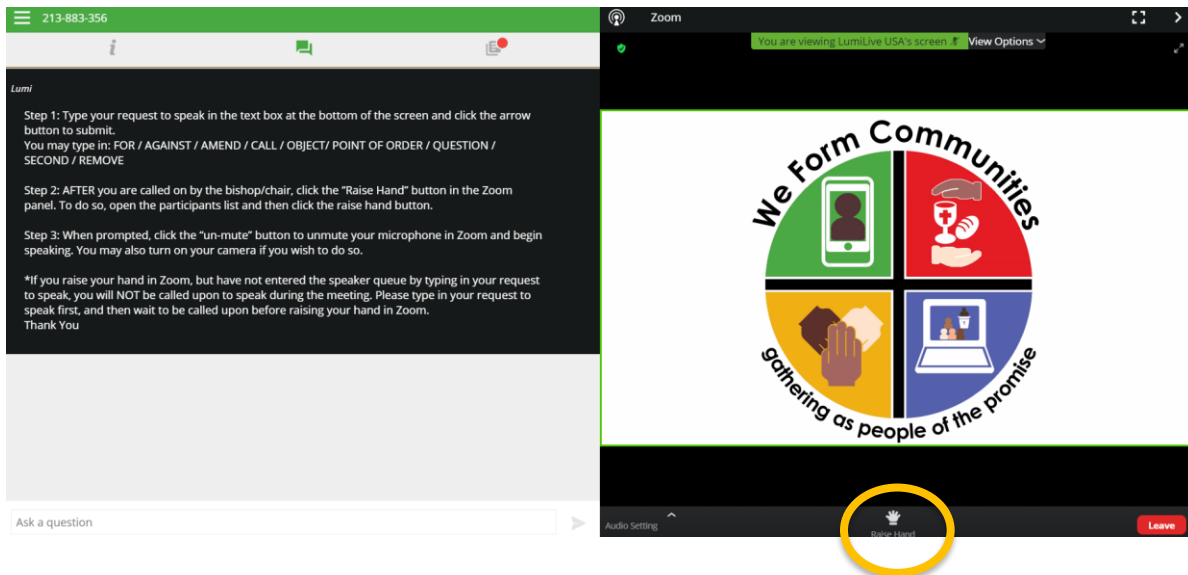
- Once the Bishop/ Speaker opens the Speaking Queue, you can click the speaker queue icon in the upper left menu bar. It looks like a double speech bubble.



- Type in your intent to speak in the text box at the bottom of the screen and hit the arrow 'send' icon to send your message into the queue.



- The Bishop/Speaker will announce the order of attendees to speak. When you are called upon to speak, then raise your hand in Zoom Platform on the right side of the screen. To do this:
 - Click on “Raise Hand” button



- Once the production staff have enabled your microphone, you will receive a pop-up message prompting you to unmute your microphone.
- Unmute your microphone, introduce yourself, then you may begin speaking.
- Once your turn to speak is over, the production team will mute your microphone.

Best Practice Tips

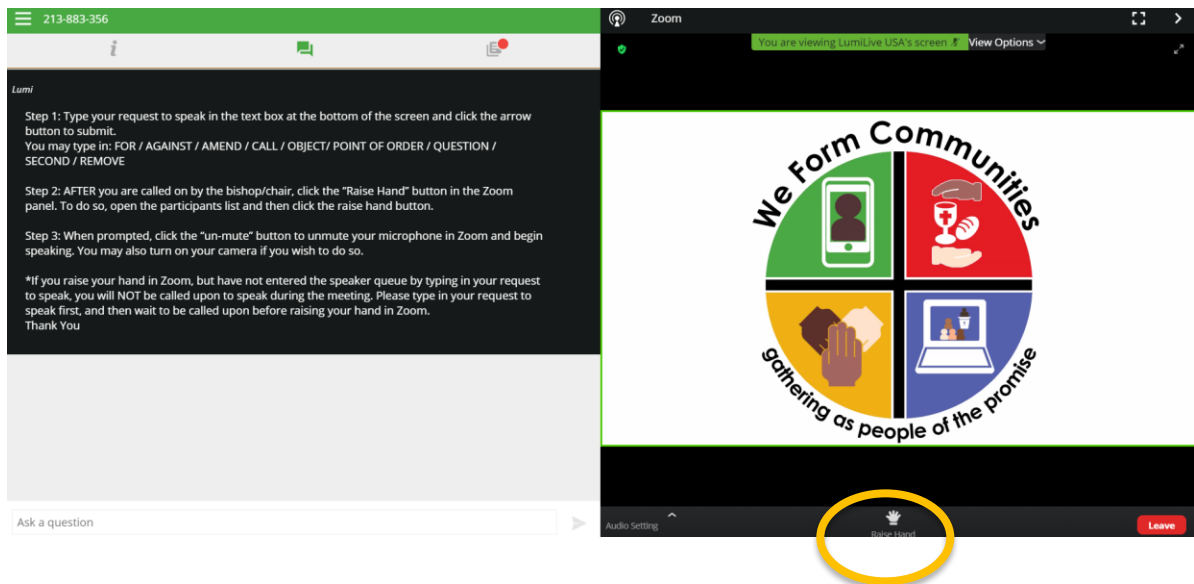
The following are tips to prepare for the best virtual meeting experience:

- You must join the meeting on a **desktop** or laptop **computer**, do not join on a mobile device.
- We do recommend to use **Chrome** web browser for the best experience. Microsoft Edge and Firefox are also supported browsers. Do not use Internet Explorer or Safari.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Getting Connected

The following are tips for getting connected to the virtual meeting:

- ❑ Log into the platform during the Test Your Tech Session to test your log in credentials and audio connection.
- ❑ Check your internet connectivity
- ❑ Check your headset for speaker and microphone
- ❑ Log into the Lumi platform 15 minutes before the meeting start time.
- ❑ Familiarize yourself with Zoom:
 - Join Audio: if you do not receive a blue pop up message that says “Join Computer Audio” you can click on the “Join Audio” button in the lower left hand corner of the Zoom window to connect to Computer Audio. (You must connect your computer audio to hear the meeting proceedings.
 - Raise your hand:
 - “Raise Hand” button is at the bottom of the Zoom panel on the right hand side of your screen.



Test Your Tech Practice Sessions

- There will be a designated time for all delegates to practice logging into the virtual platform before the virtual meeting. We encourage all delegates to log into the virtual platform and test their credentials during the Test Your Tech Session.

Thursday, April 29, 2021 from 6:30pm – 8:30pm Central Time.

Troubleshooting

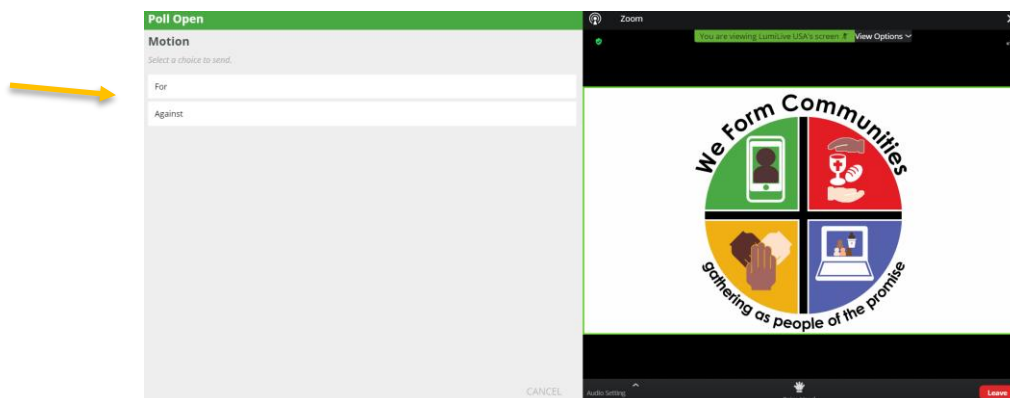
- Members with technical issues may contact the helpdesk at 833-458-9998 (preferred) or email assembly@gmselca.org for technical assistance. Please note that unless there is a widespread outage in one area, proceedings will continue.

FAQs

- **What is my username / password to log into the Lumi platform?**
Username = **unique username provided to you by the ELCA staff (case sensitive)**
Password = **assembly2021 (all lower case)**
- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**
Voting Delegates are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.
- **How do I vote on a Motion?**
When a motion / resolution is put before the meeting, the voting will automatically pop up within the virtual platform on the left. Simply click on your selection to cast your vote. You will see a confirmation of your vote on the screen.

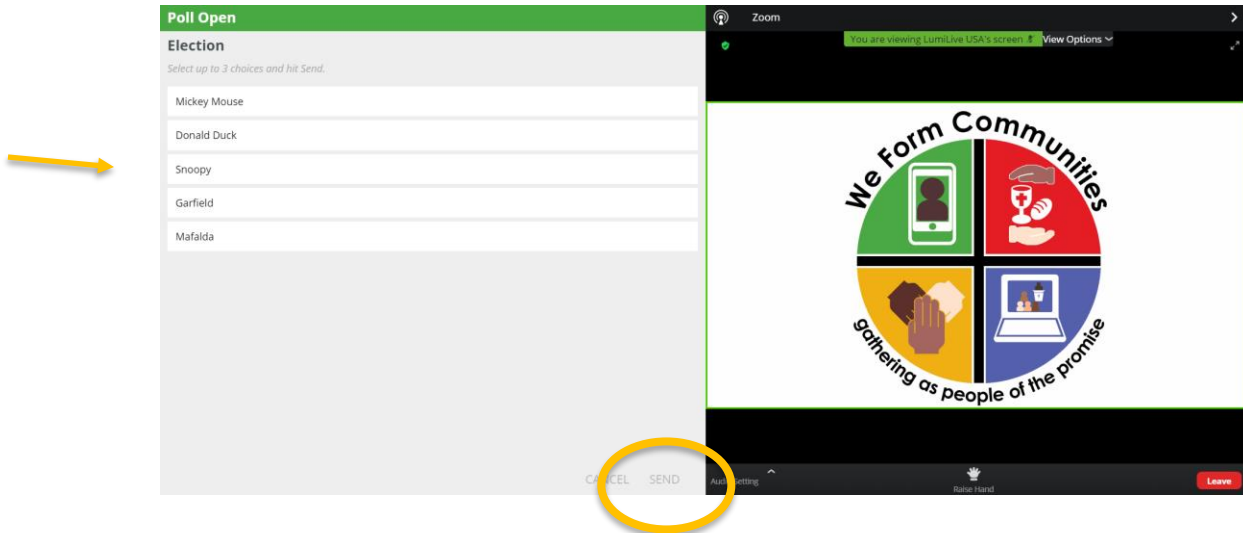
To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open.

Once the voting period has closed, your last vote will be submitted.



How do I vote on an Election?

When an election is put before the meeting, the ballot will automatically pop up within the virtual platform on the left. Click on all your selections and press the SEND button to cast your vote. You only have to hit the send button if you are asked to select more than one choice.



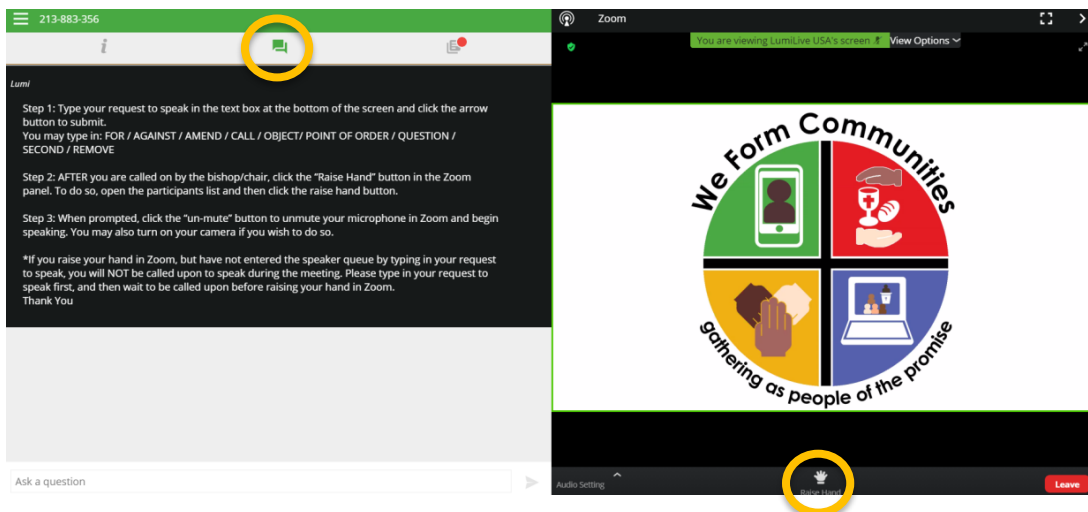
To change your vote, simply click the CANCEL button and make your new selections, then press SEND again.

Once the voting period has closed, your last submitted ballot will be accepted.

- **How do I speak?**

First, click on the speaker queue (double speech bubble) icon from the top center menu bar.

1. Then, type in the text box at the bottom of the screen what you would like to speak on and click the arrow button to send your intent.
2. Wait for the Bishop/Vice Speaker to call your name.
3. When called upon, Raise your hand in Zoom
4. Then un-mute your microphone when prompted to do so and begin speaking.



- **What if two of us are watching together at home?**

If you are watching the meeting with someone else, you can both watch on one device, however the second person will need to log-in with their own credentials on a second device if they are a voting delegate and need to cast their vote.

If you are logged in on two devices at the same time and one of you will be speaking in the meeting, make sure you mute the audio connection on the other device with the Zoom meetings, as not to cause feedback.

- **Which browsers are supported?**

It is recommended to use Chrome.

New Edge (Chromium), and Firefox are also supported.

Do not use 'Legacy' Edge, Internet Explorer, or Safari.

Helpdesk for Technical Assistance

Phone: 833-458-9998 (phone preferred)

Email: assembly@gmselca.org