Lumi Hybrid Platform

Technical Requirements

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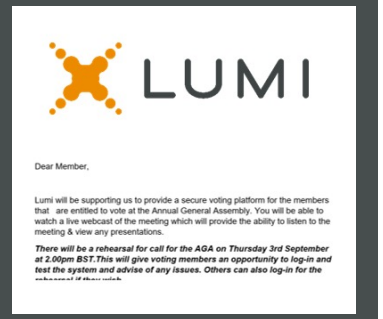
VIRTUAL ATTENDEES:
REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM

Good internet connection - Preferably hardwired

A computer with the latest version of Chrome, Edge or Firefox.

Mic, camera & speakers (if not built into your laptop already)



Your authentication details:
ID
PASSWORD

Mobile devices and other browsers are not supported for virtual attendees.

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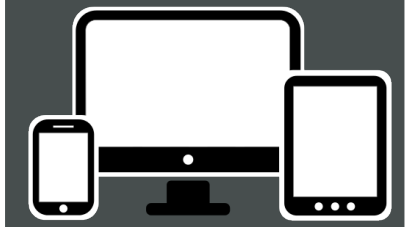
IN PERSON ATTENDEES: REQUIREMENTS TO ACCESS THE VIRTUAL MEETING PLATFORM

Internet will be provided in the meeting room or you can use your cellular data

In person Attendees will be required to provide their own voting devices for voting in the meeting room.

Clickers will not be provided.



Any device that can access the internet: Mobile Phone, Tablet, iPads or Laptop.

Any internet web browser other than Internet Explorer will work.

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How To Log In

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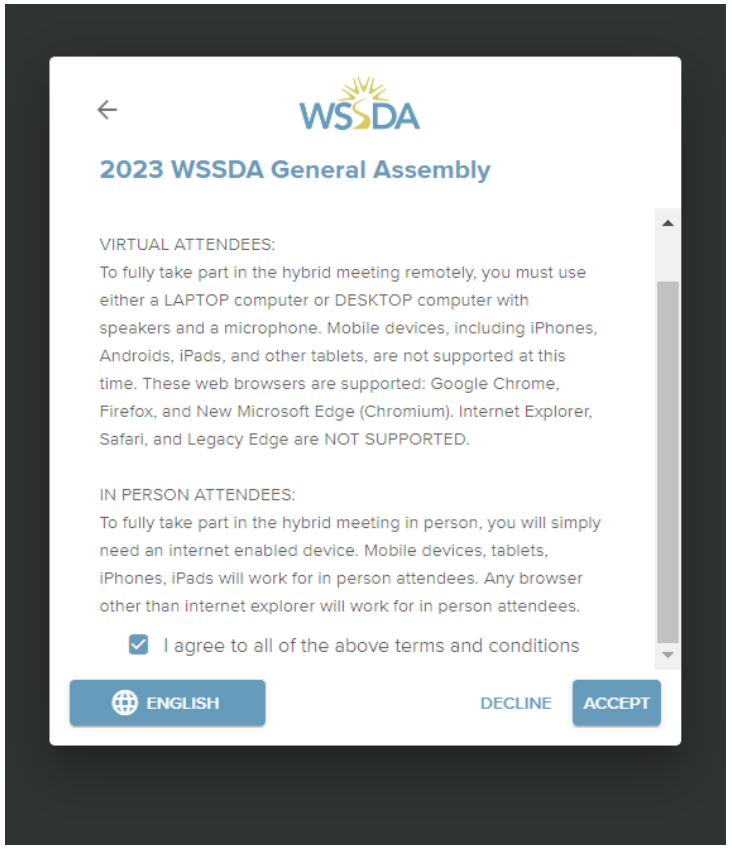
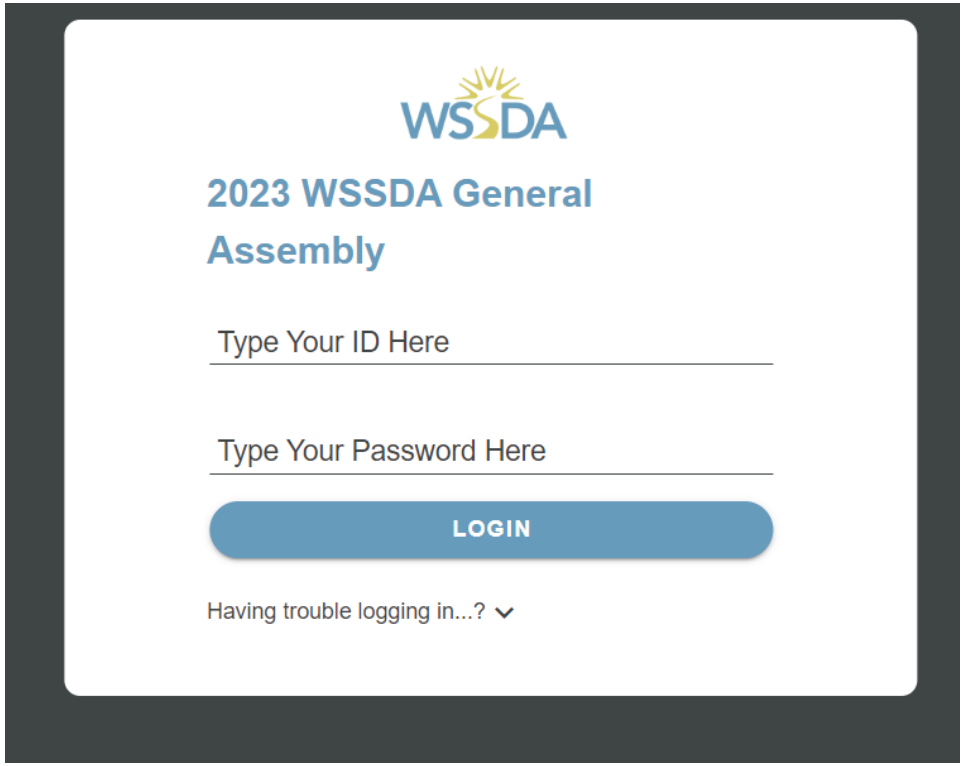
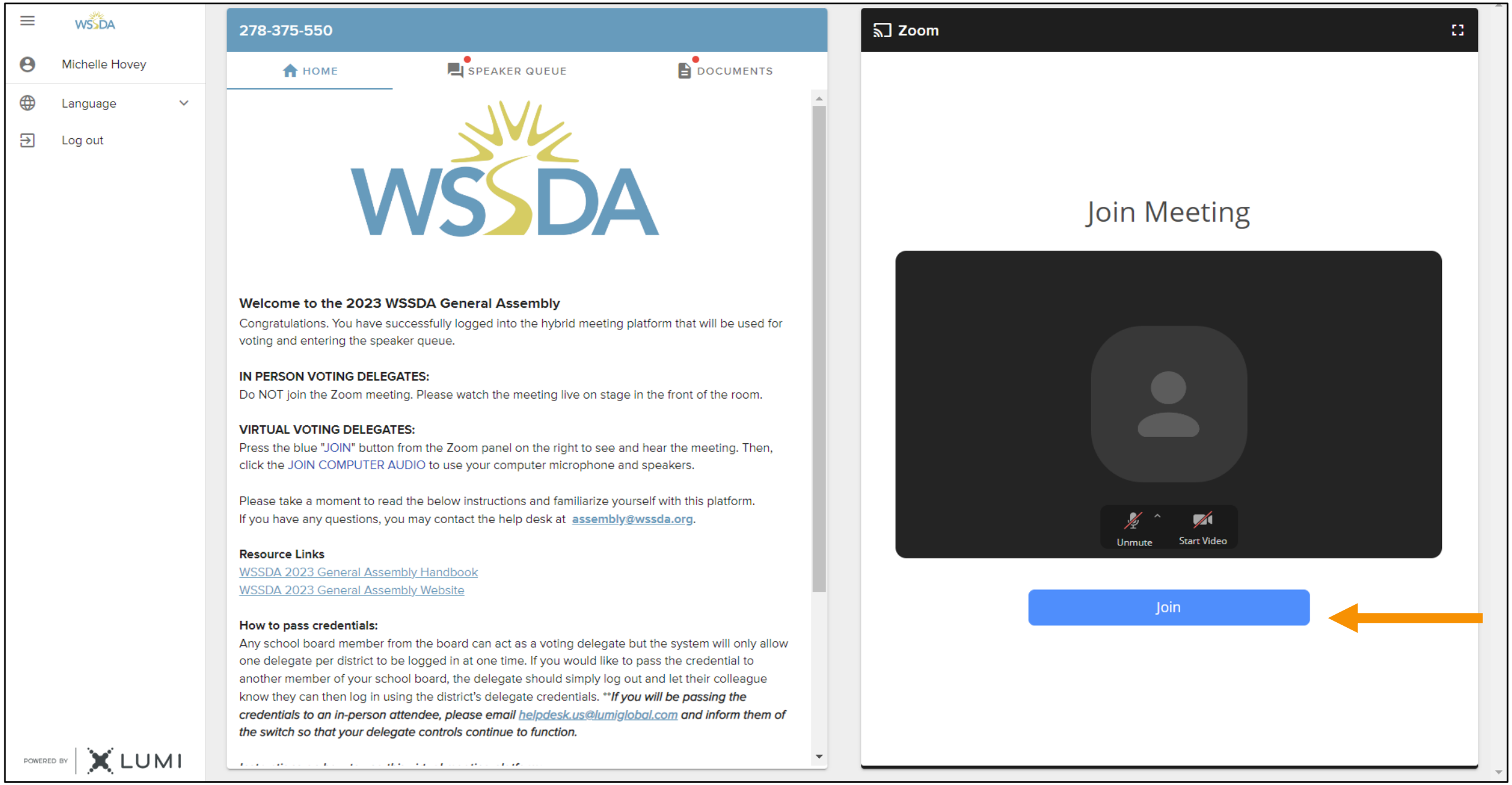
VIRTUAL ATTENDEE: HOW TO LOG IN

https://web.lumimeet.com/278375550

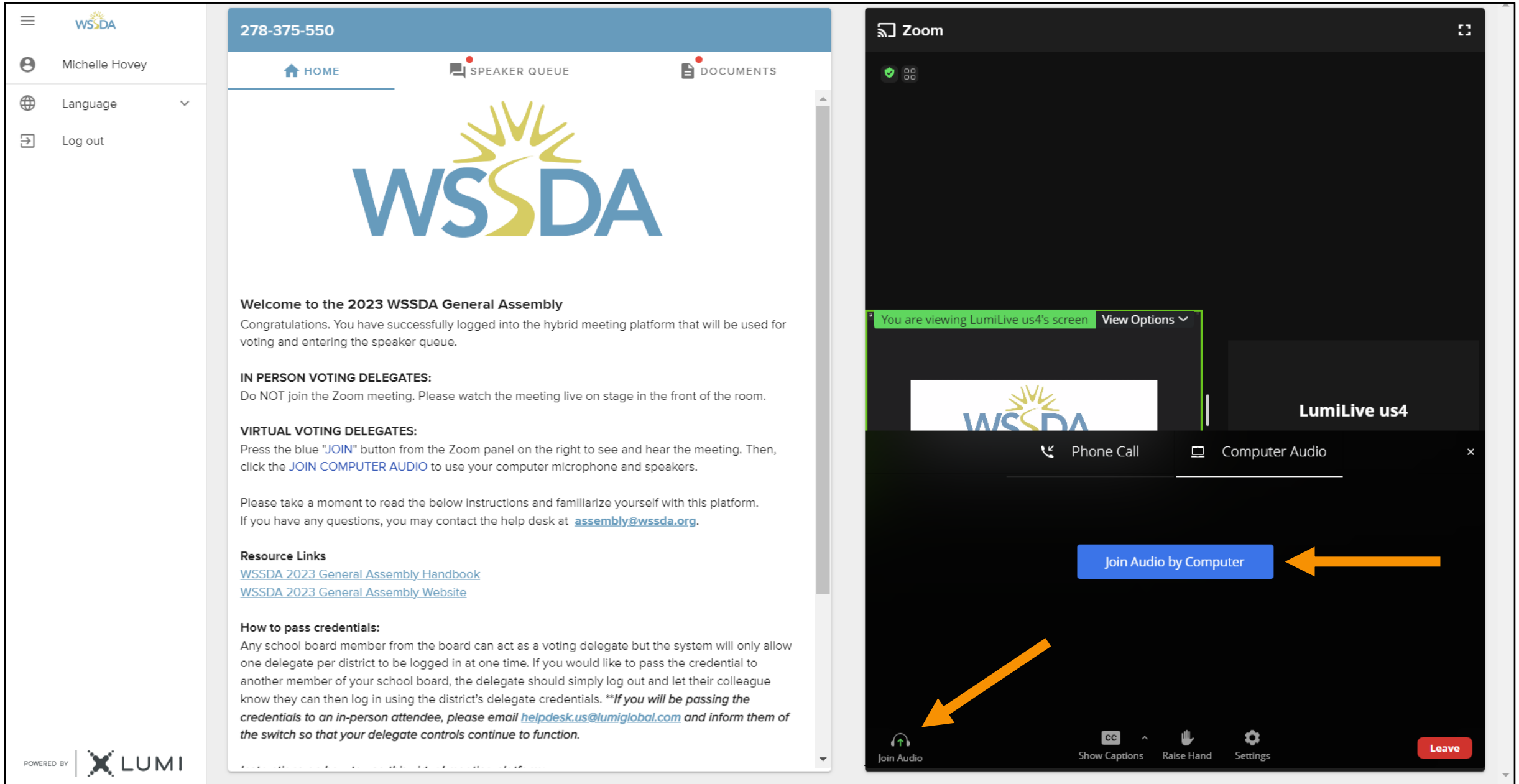




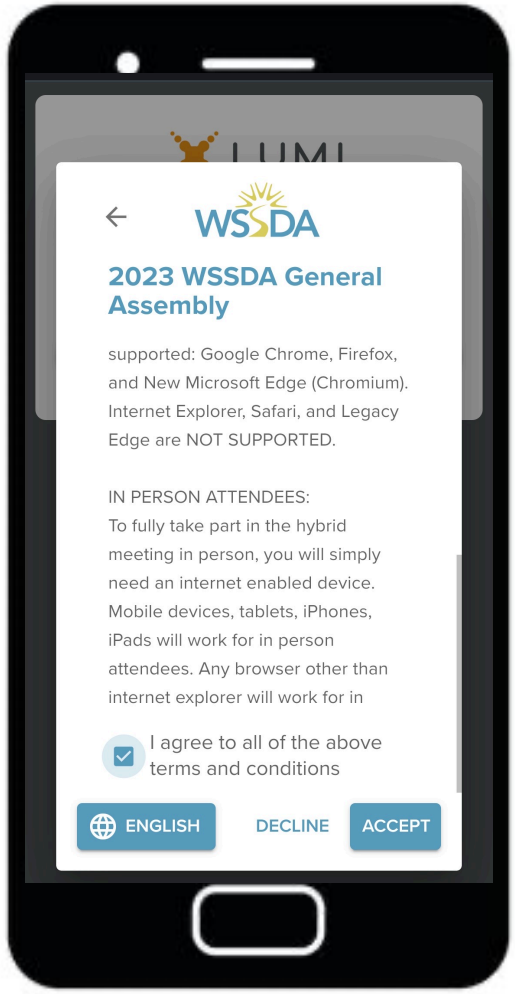
VIRTUAL ATTENDEE: JOIN THE ZOOM

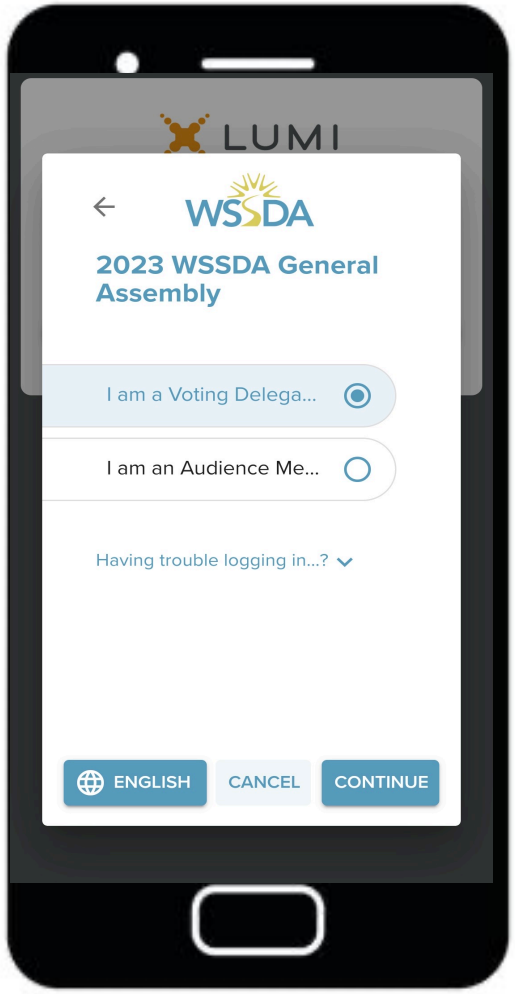


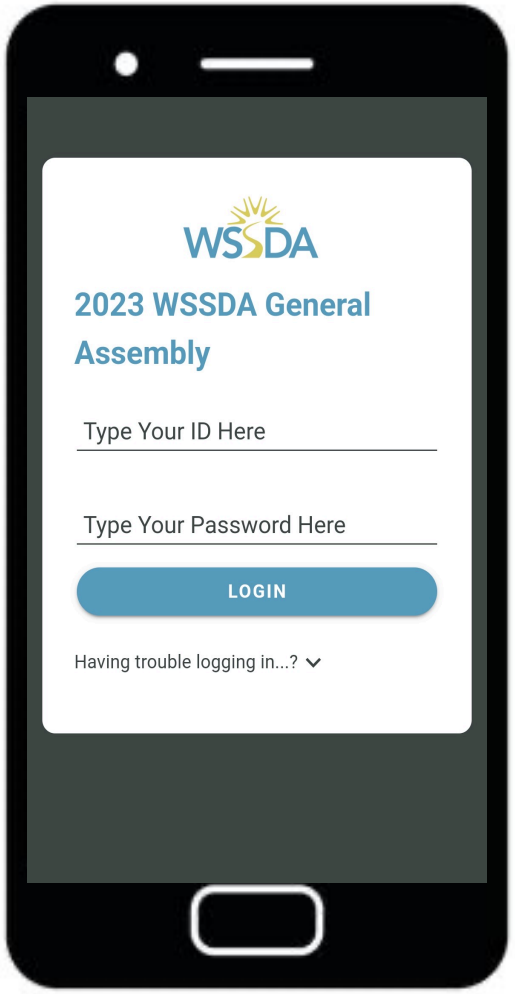
VIRTUAL ATTENDEE: CONNECT YOUR AUDIO



IN PERSON ATTENDEES: HOW TO LOG IN







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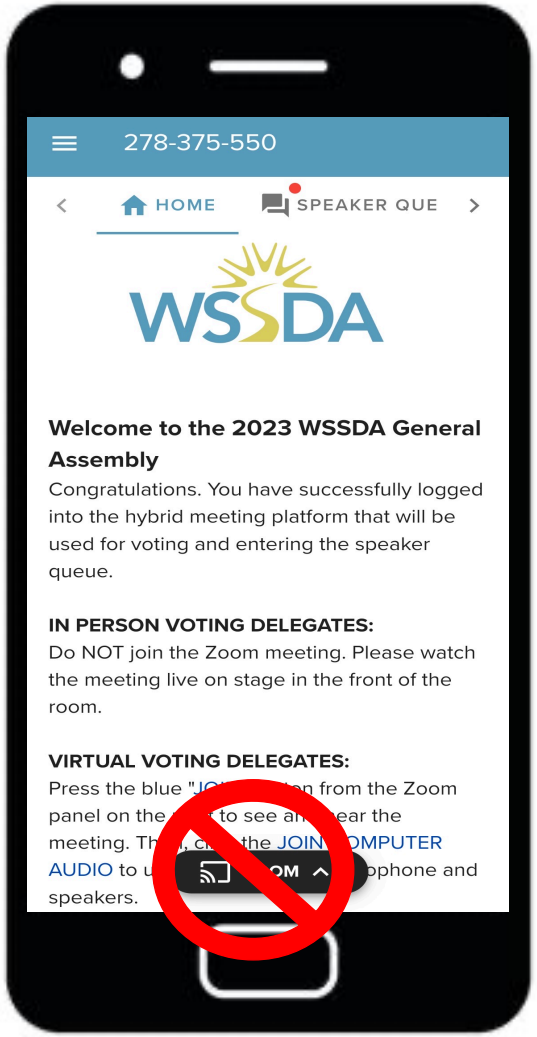
IN PERSON ATTENDEES: HOW TO LOG IN



DO NOT JOIN THE ZOOM

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Platform Layout

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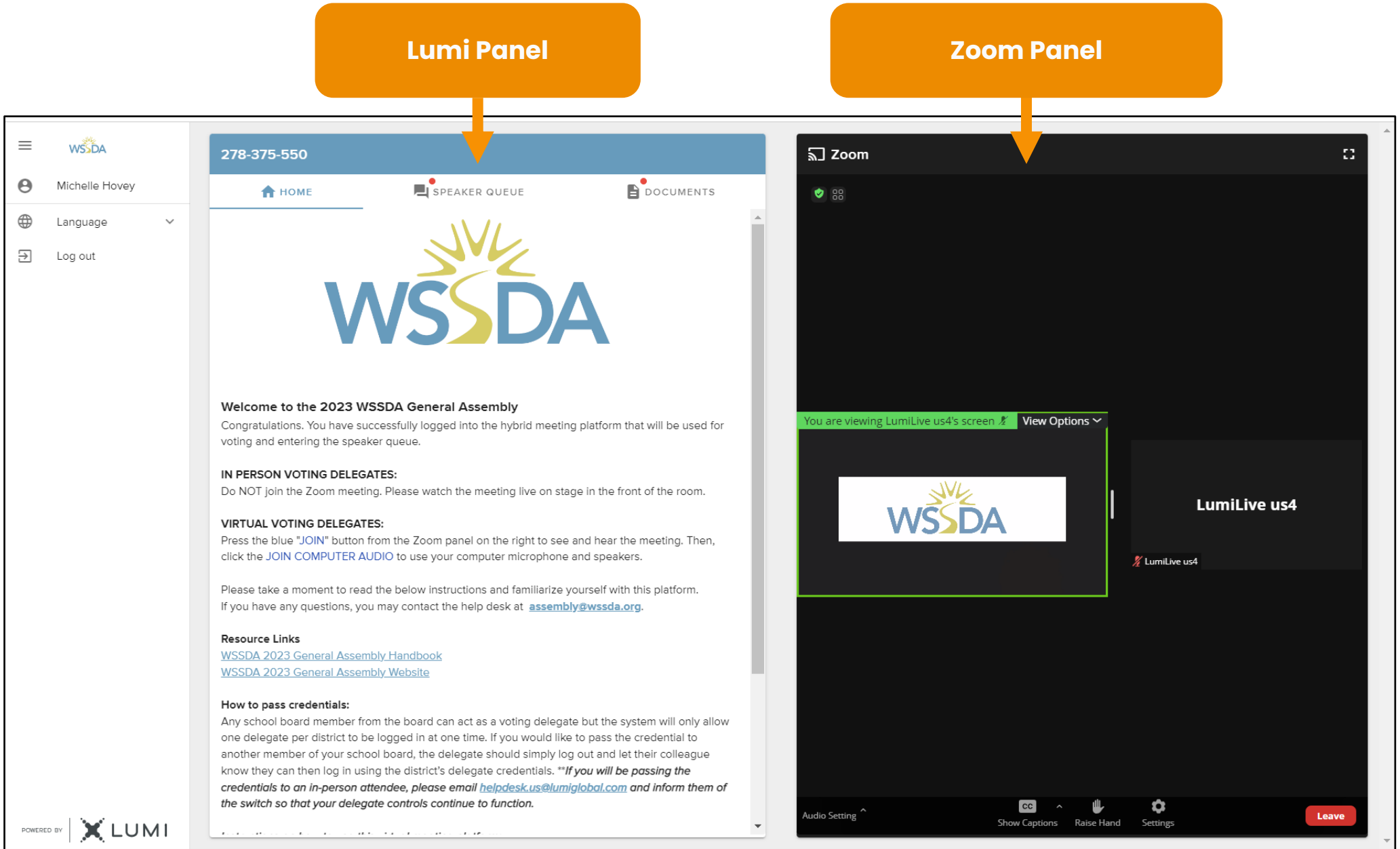
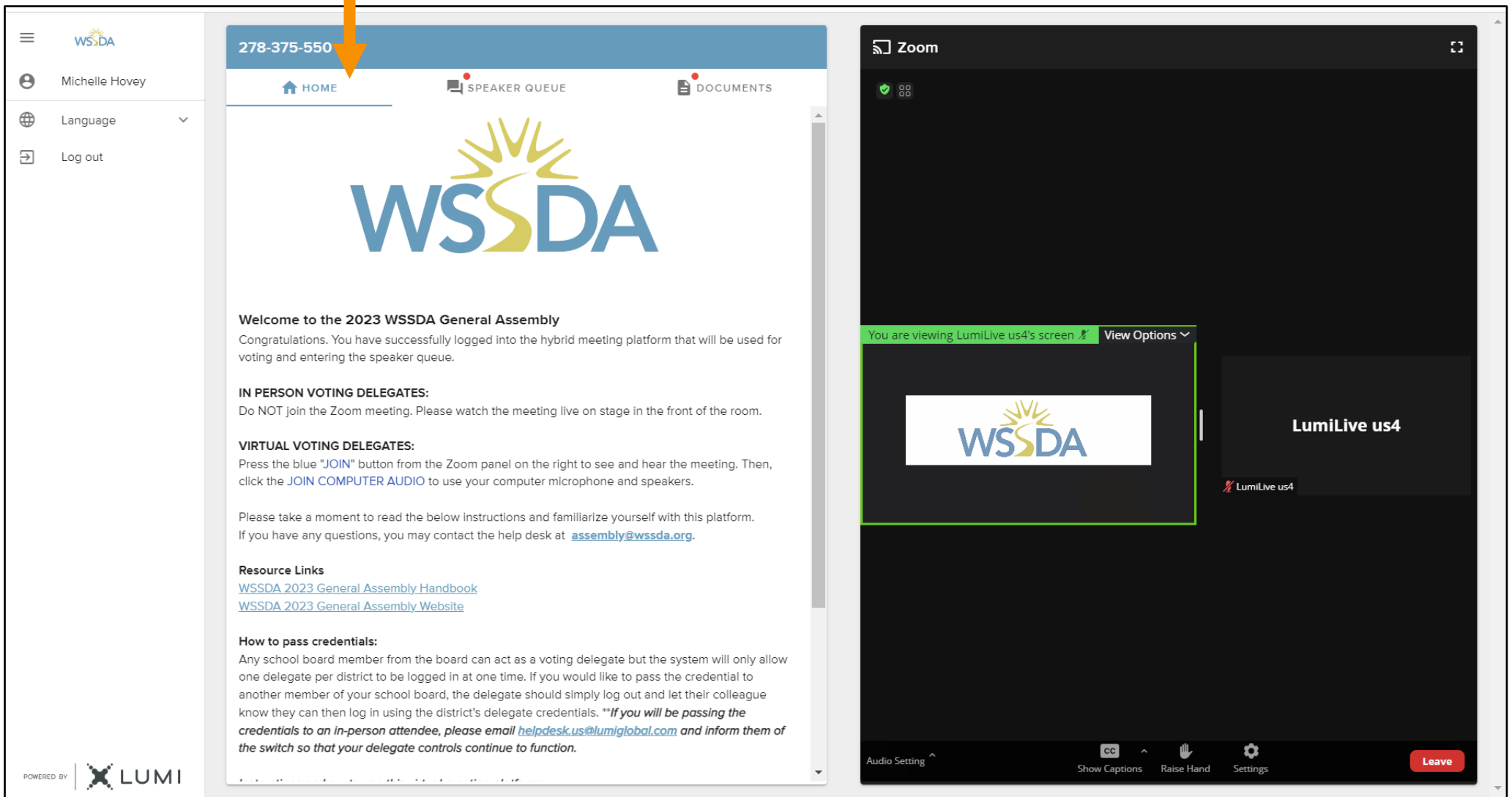
VIRTUAL ATTENDEE: SPLIT SCREEN LAYOUT

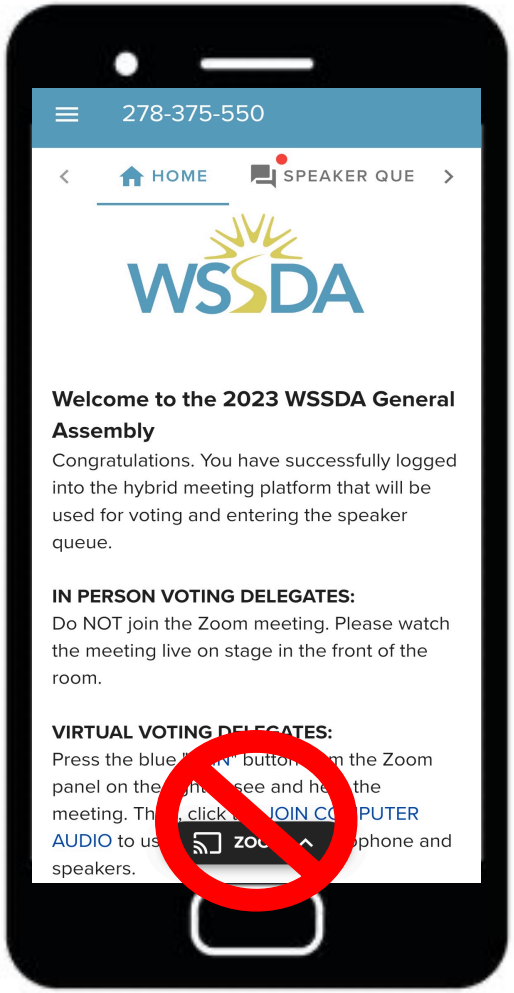


VIRTUAL ATTENDEE: PLATFORM LAYOUT

Home Page



IN PERSON ATTENDEES: DO NOT CONNECT TO ZOOM



DO NOT JOIN THE ZOOM

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Virtual Attendees:
Zoom Settings

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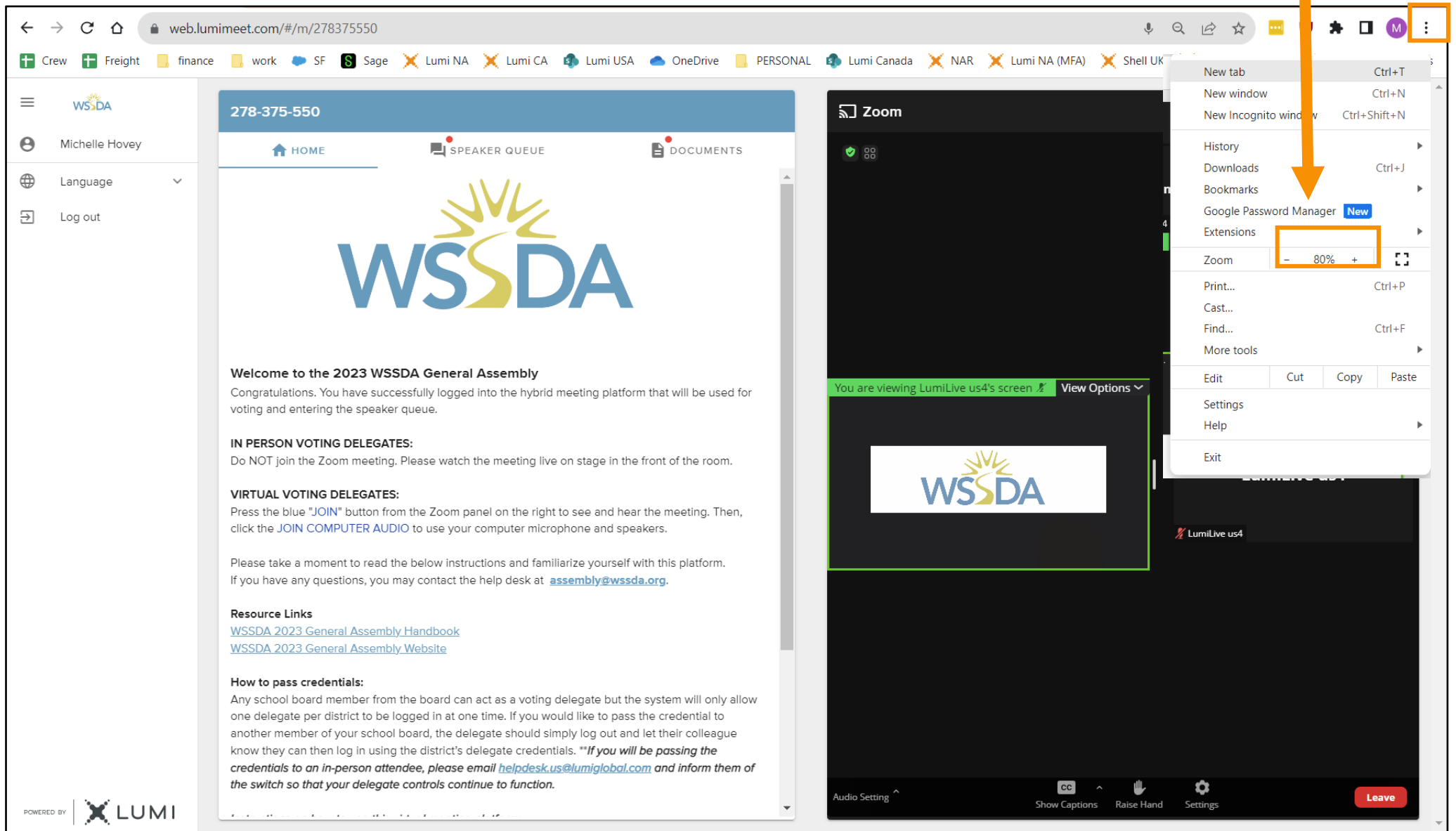
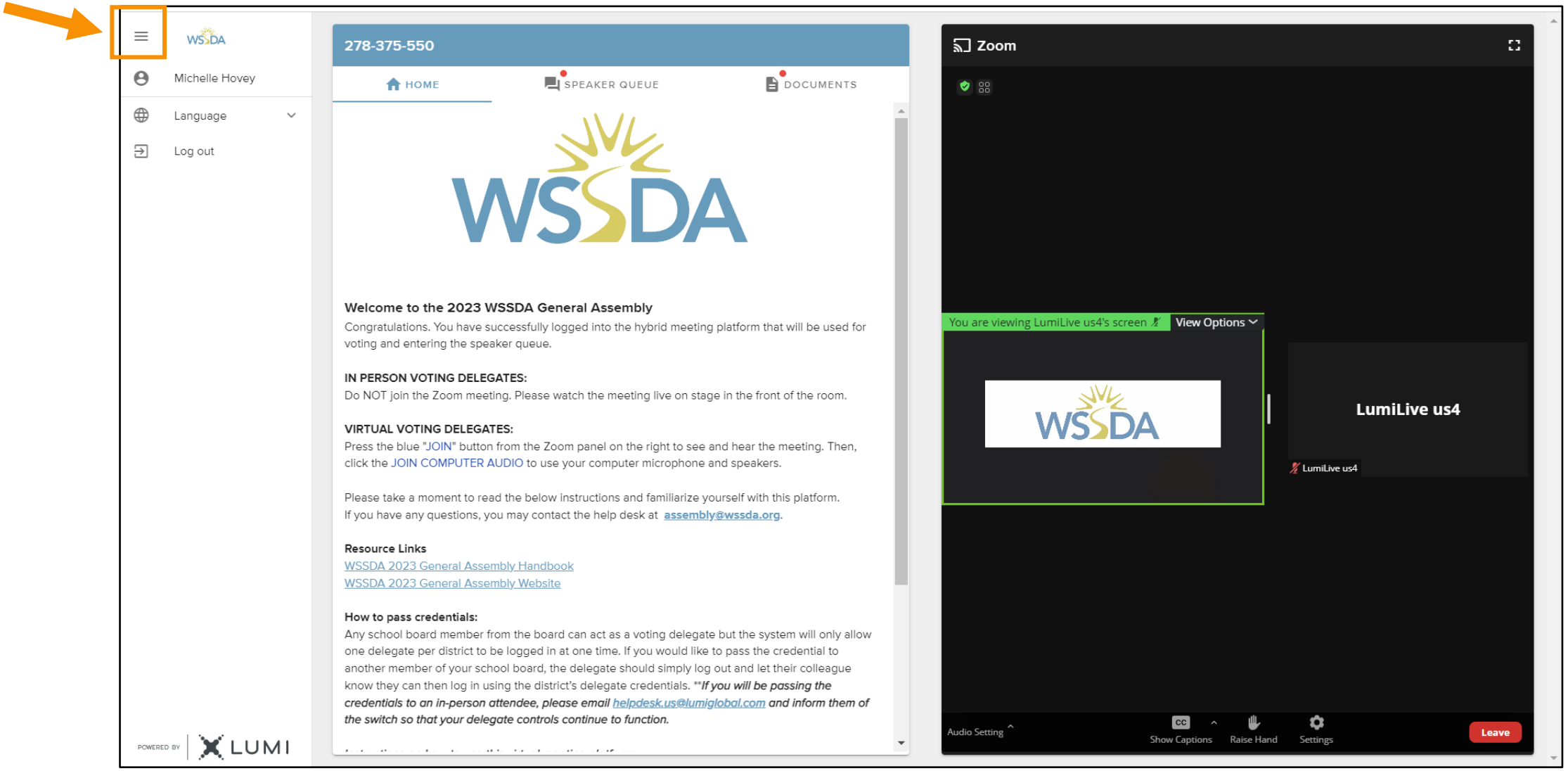
VIRTUAL ATTENDEES:
Web Browser Zoom Settings

Change your browser zoom view to 80 – 100%

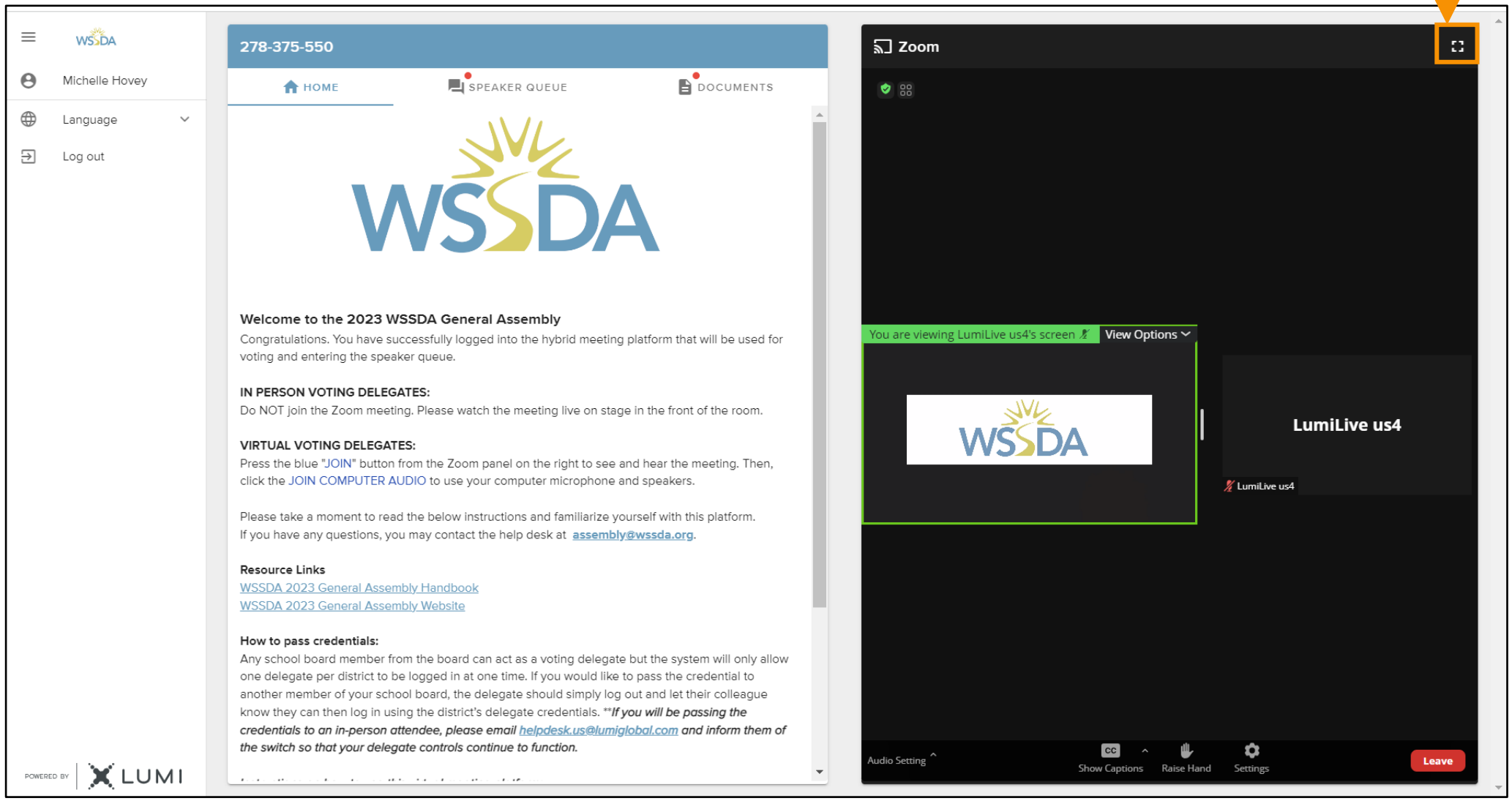


VIRTUAL ATTENDEES – PRO TIP #1: HIDE LEFT MENU

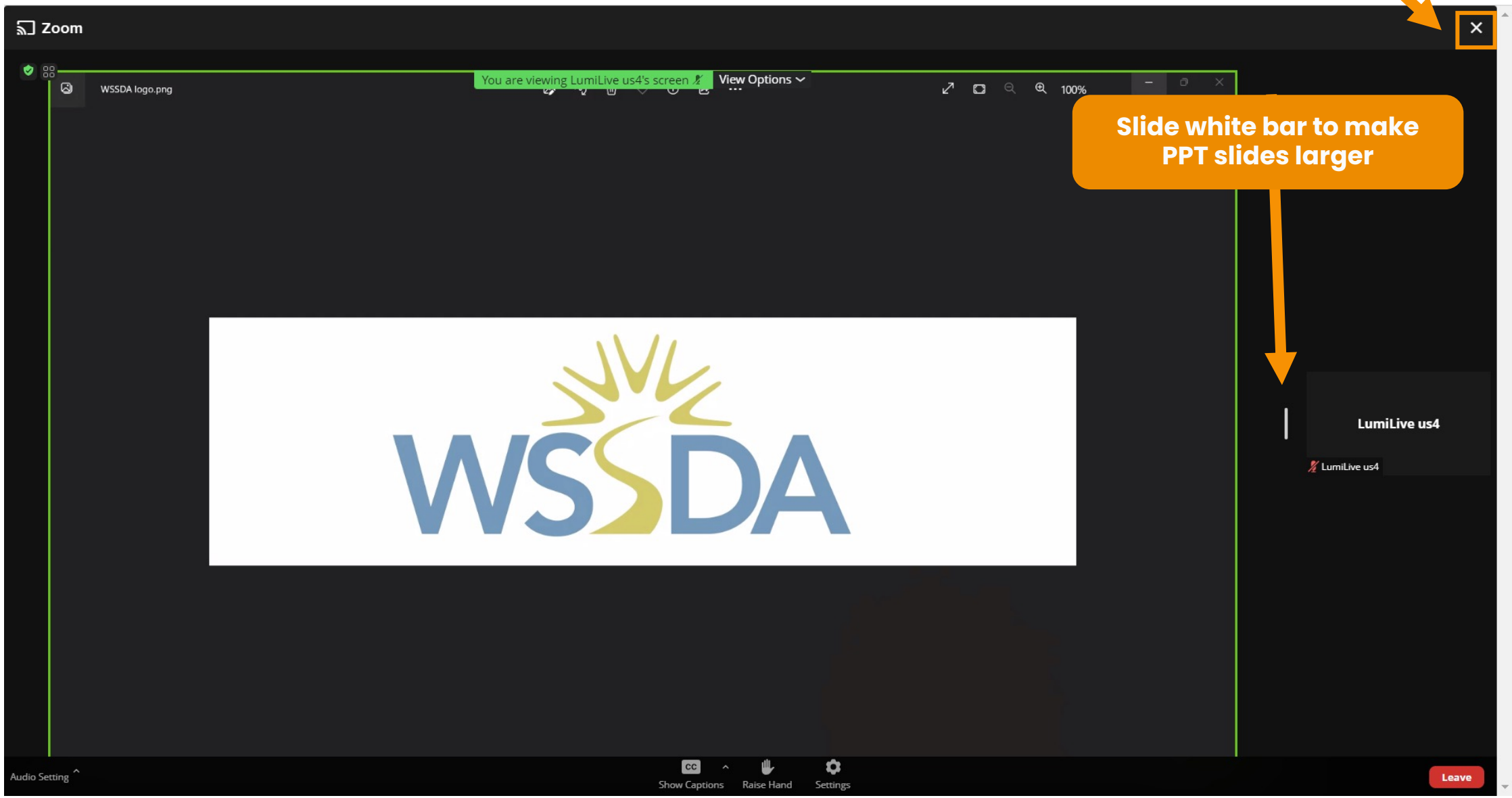


VIRTUAL ATTENDEES – PRO TIP #2: MAXIMIZE THE ZOOM PANEL

Change the Zoom panel to full screen



VIRTUAL ATTENDEES – PRO TIP #2: MINIMIZE THE ZOOM PANEL



Lumi Hybrid Platform

Lumi Panel

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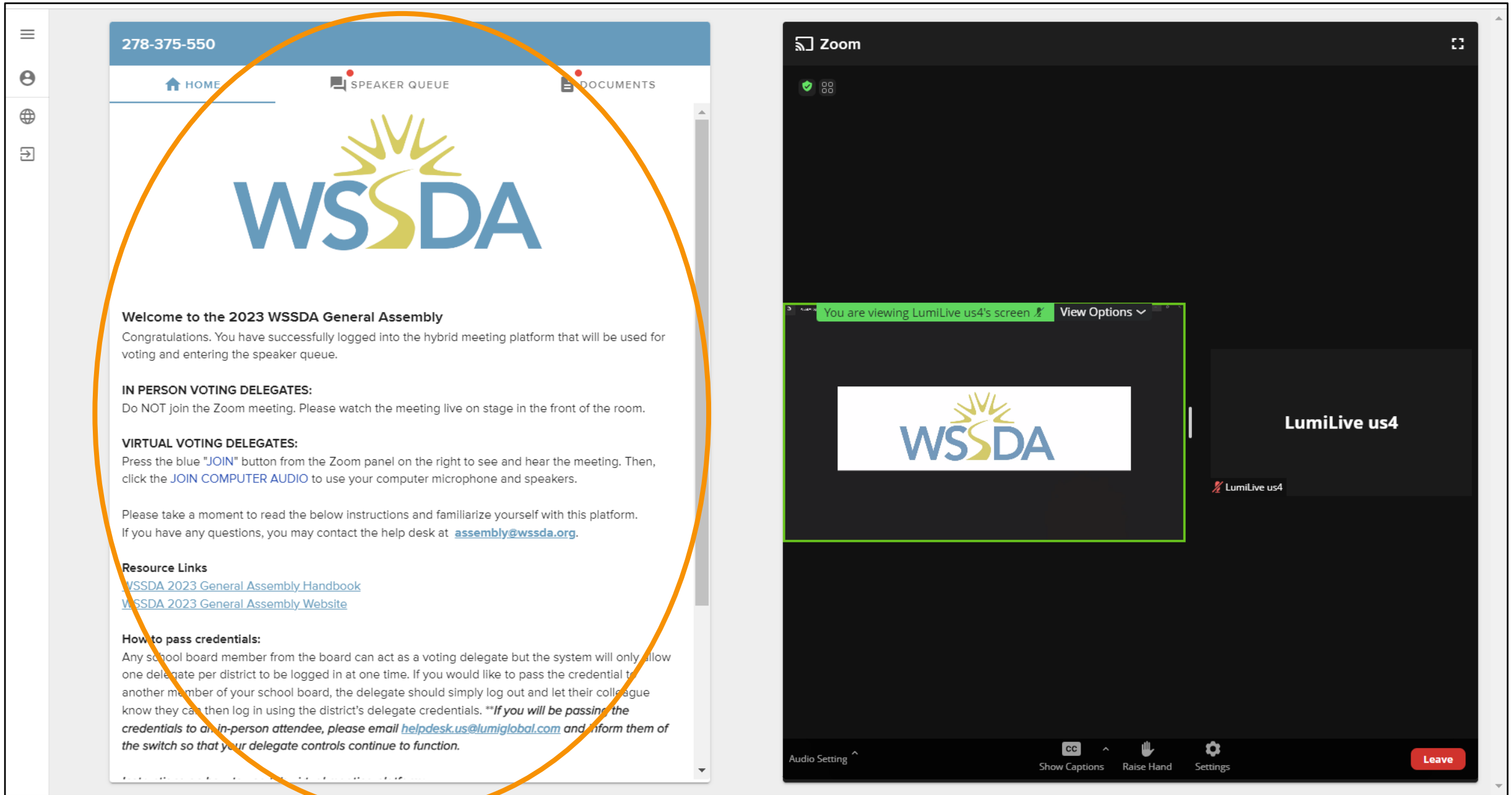
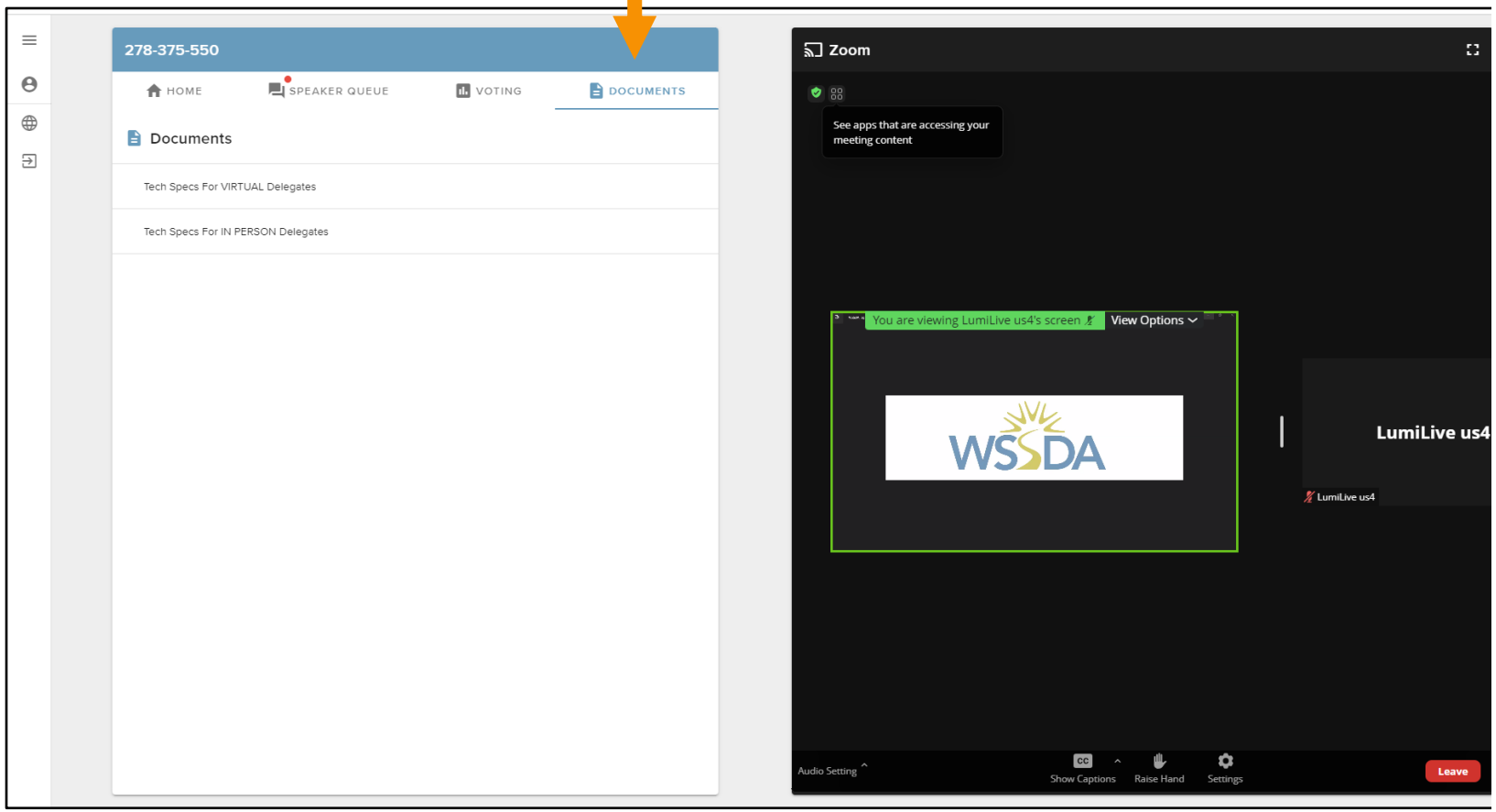
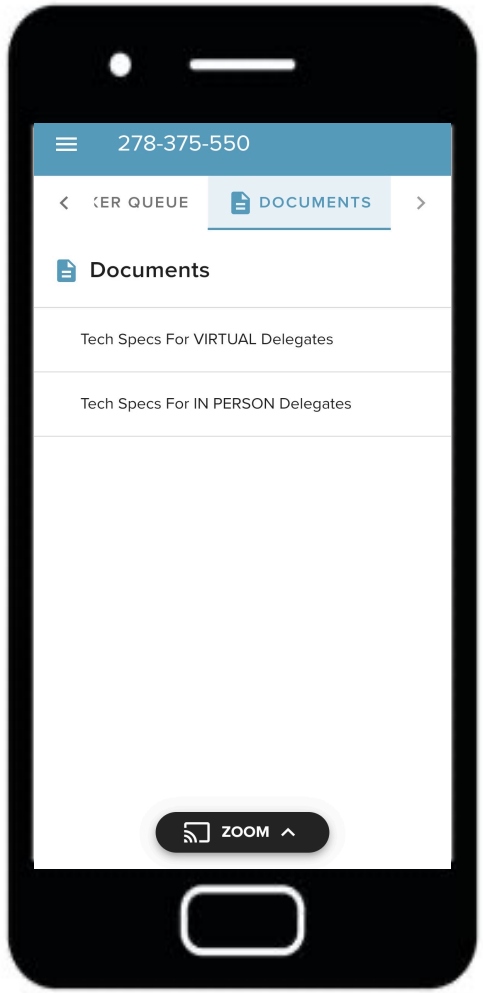
ALL ATTENDEES: LUMI PANEL



ALL ATTENDEES: DOCUMENTS

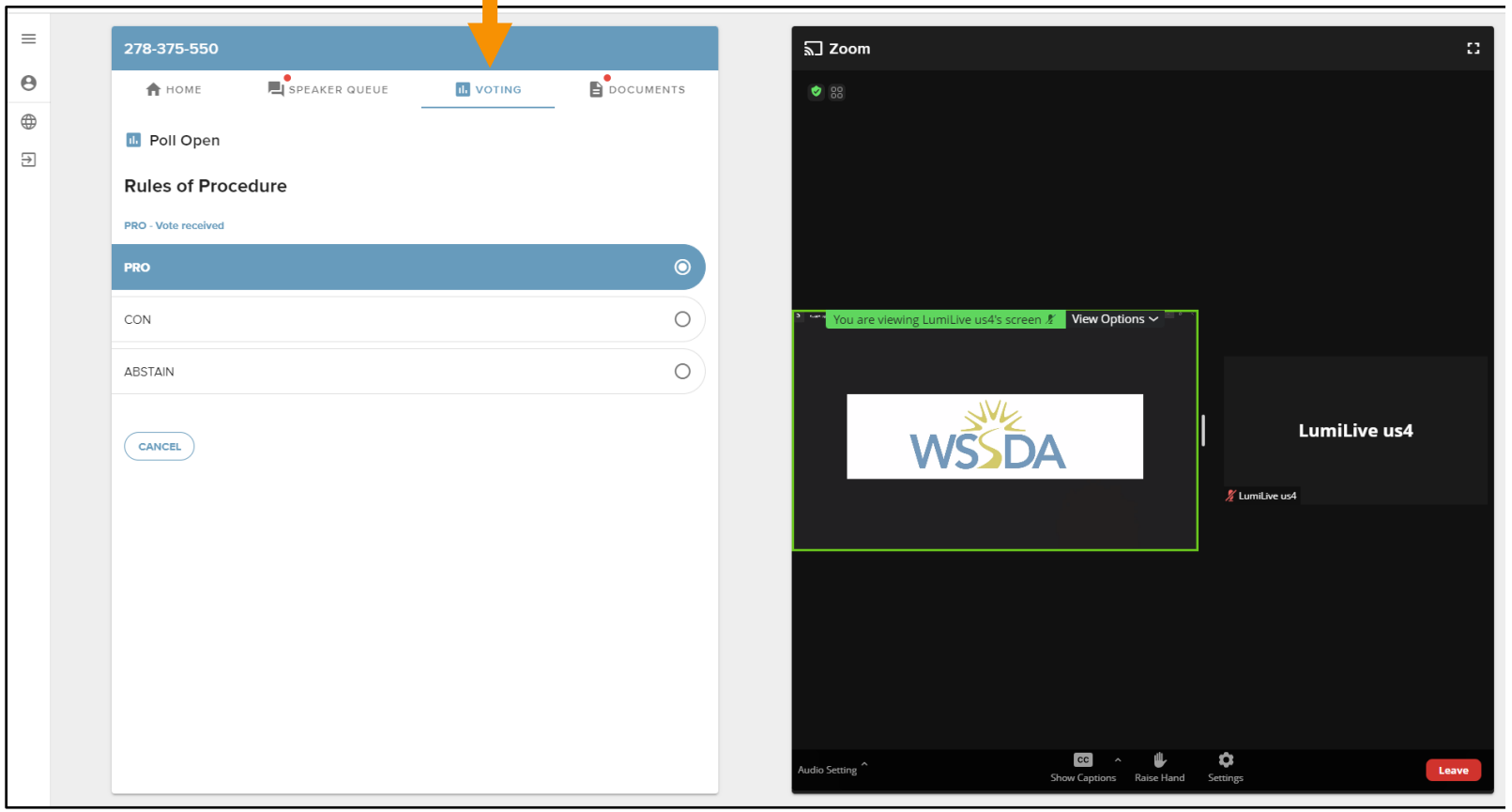
Documents



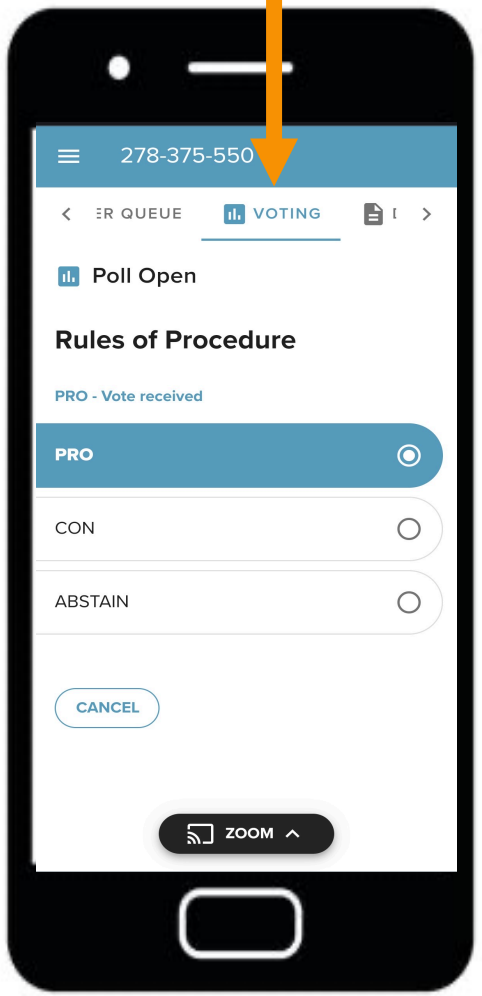


ALL ATTENDEES: VOTING

Voting tab

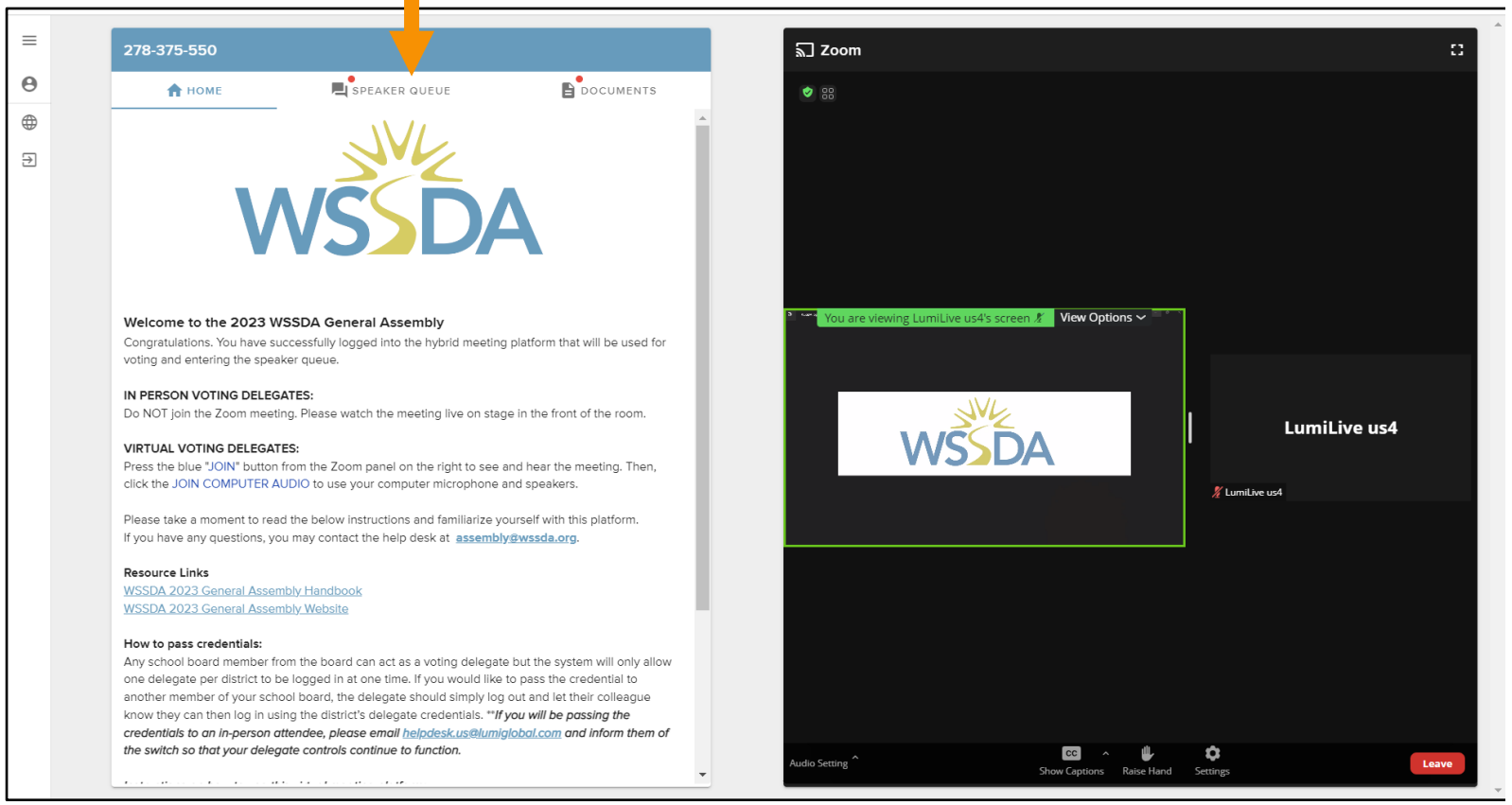


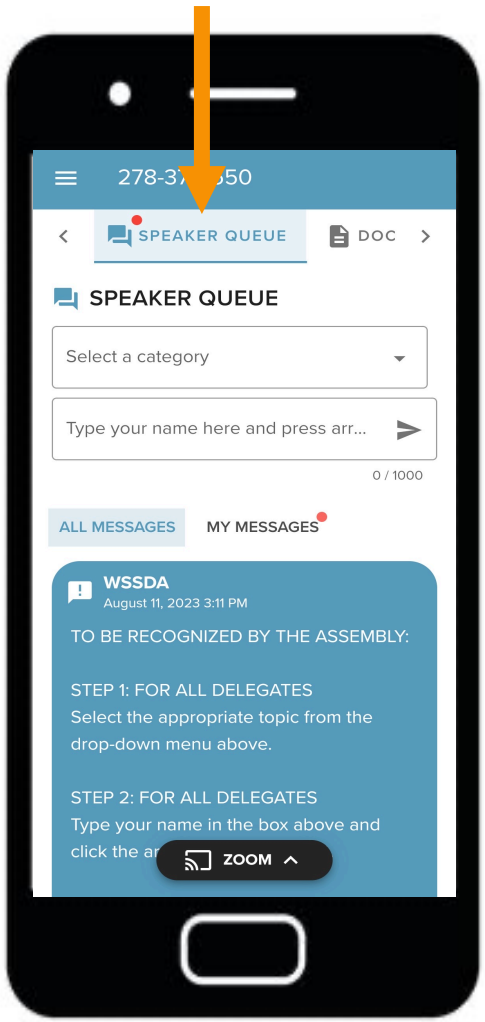
Voting tab



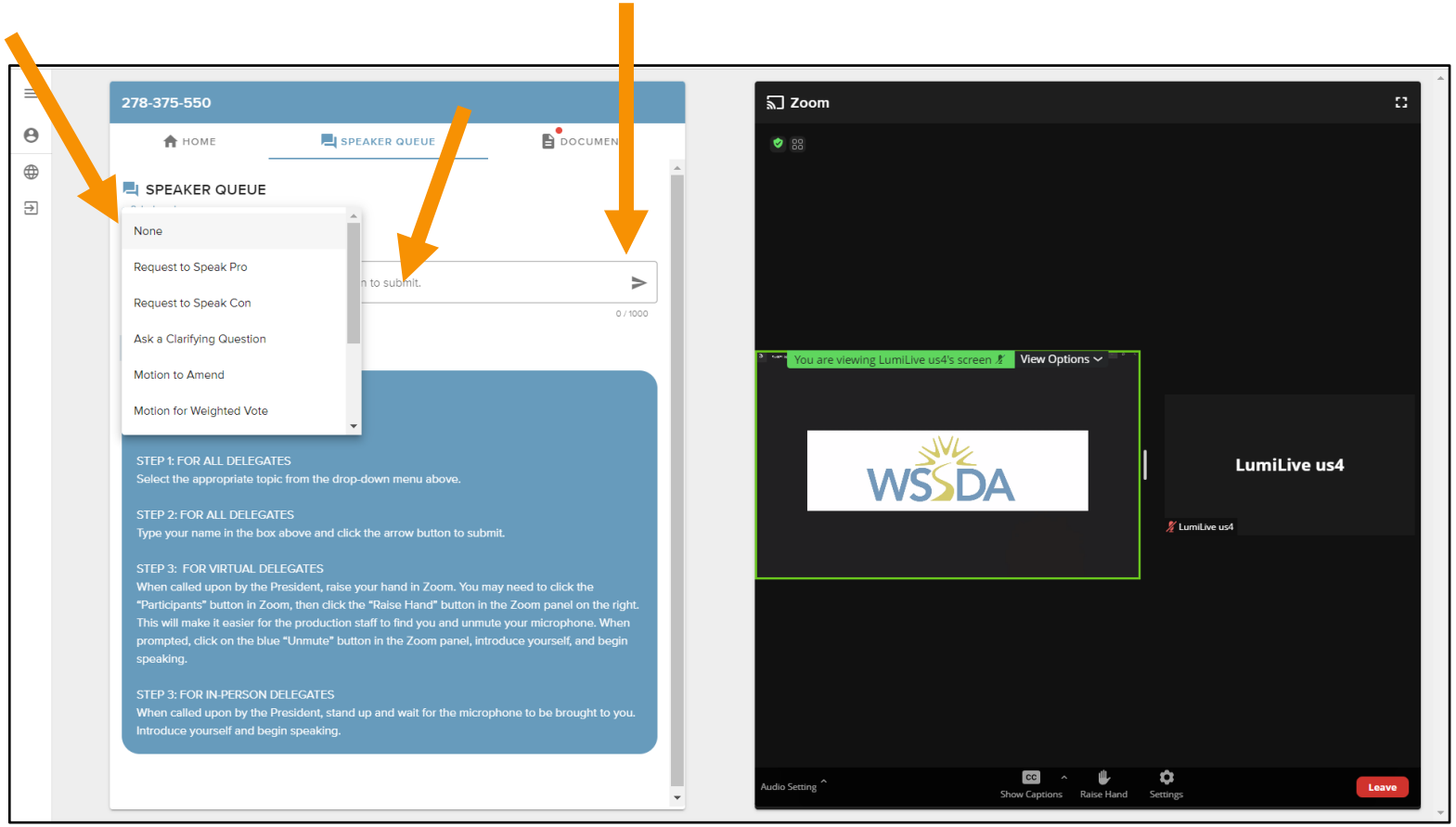
ALL ATTENDEES: SPEAKING
Click the Speaker Queue tab from the top

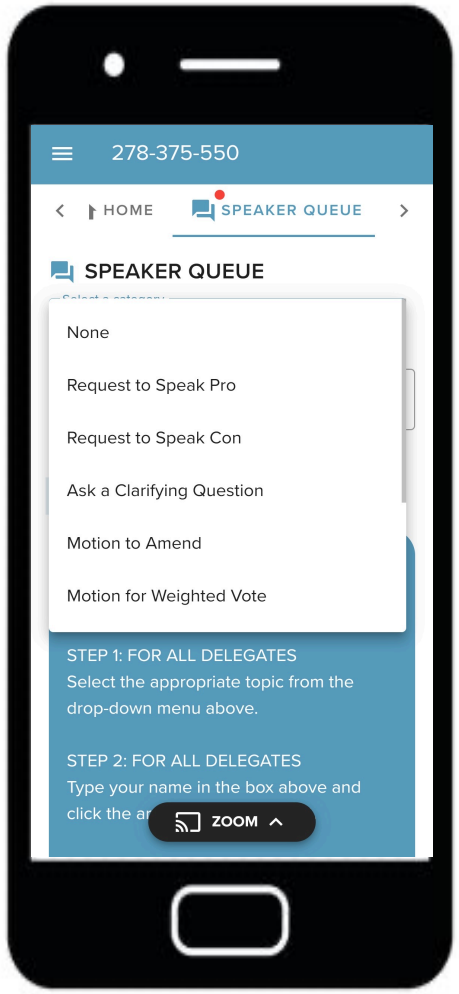
Speaker Queue



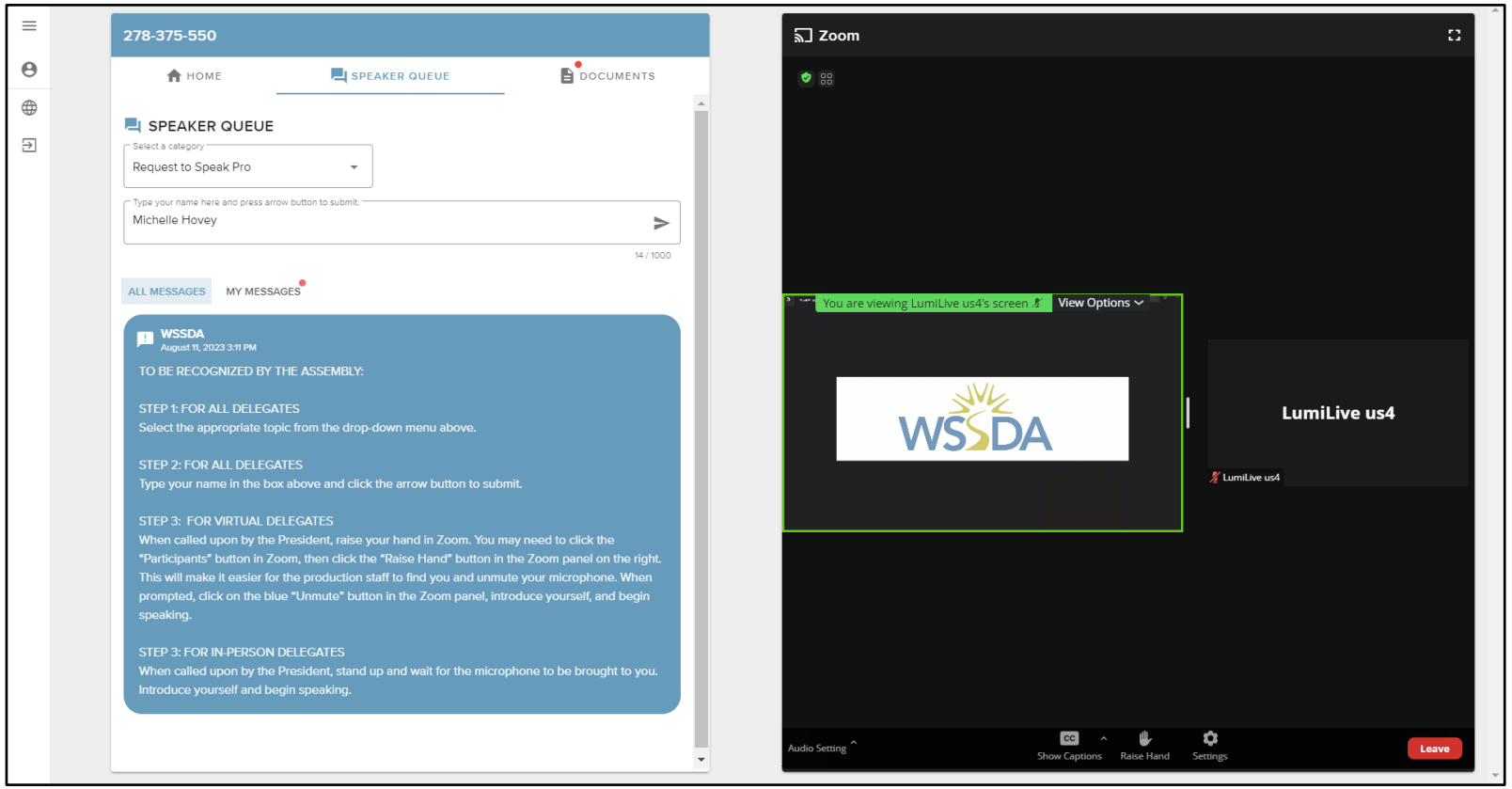


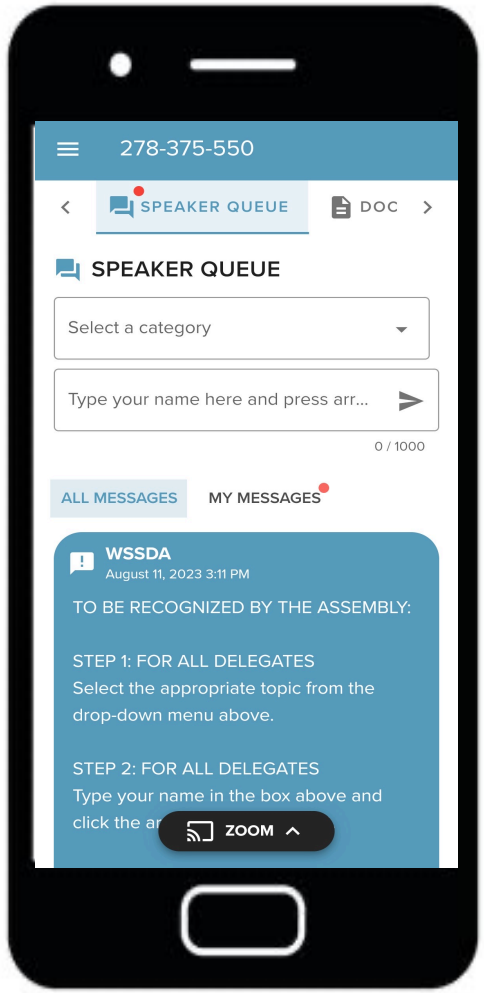
ALL ATTENDEES:
Select your category from the drop down menu.
Type in your name in the text box.
Press the arrow icon to submit.



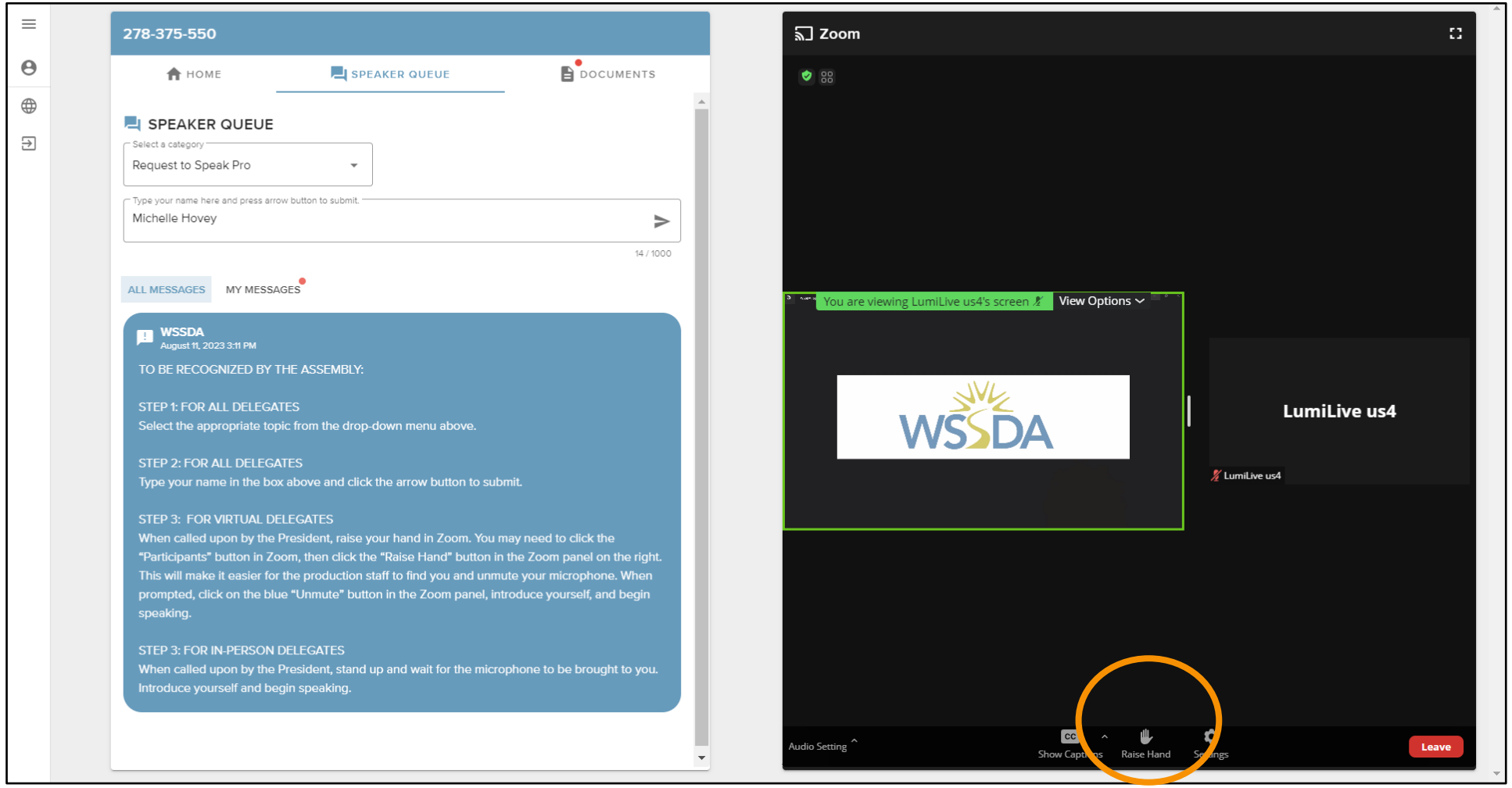


ALL ATTENDEES:
WAIT TO BE CALLED UPON

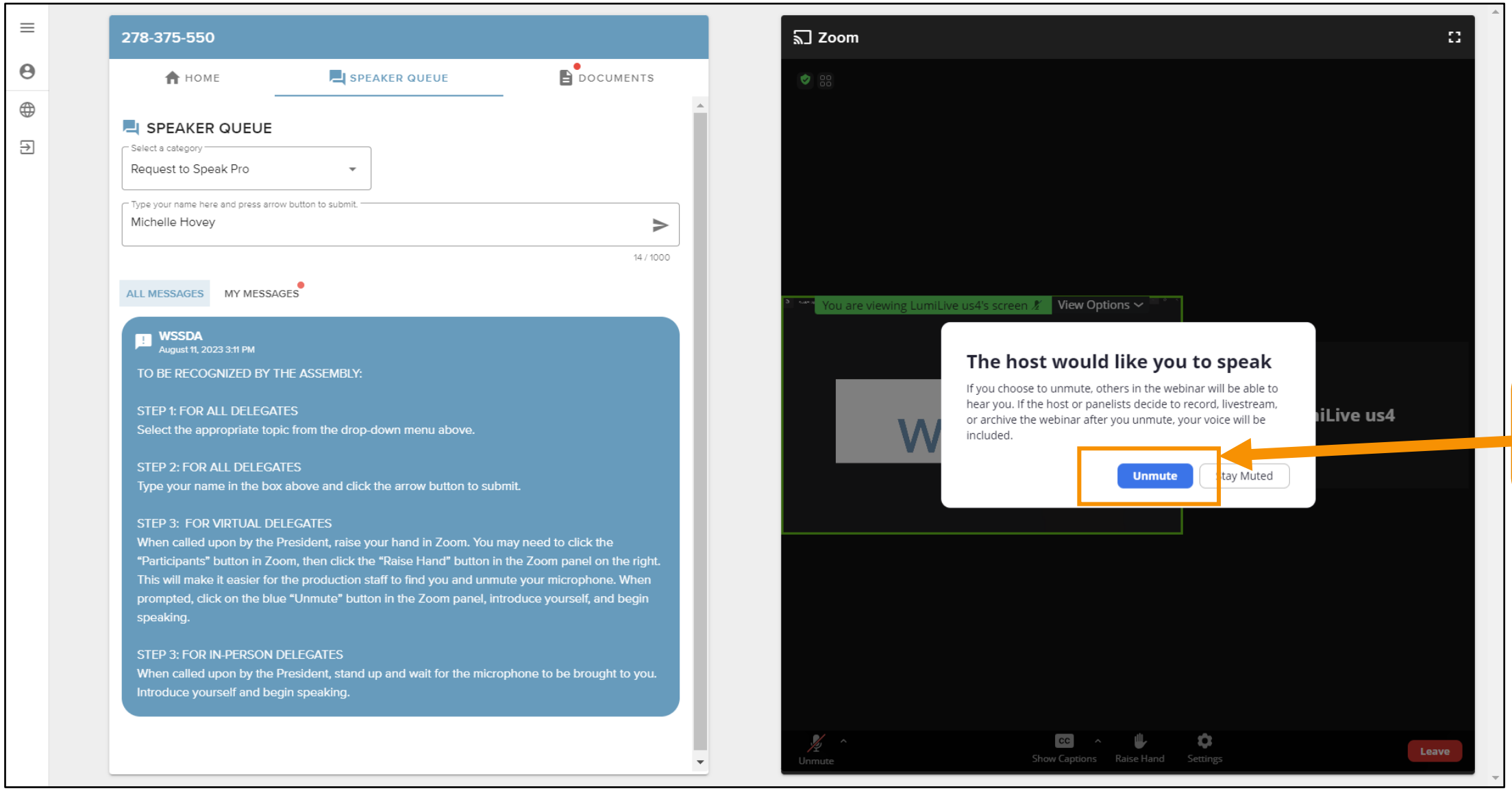




ALL ATTENDEES:
Once called upon:
In person attendees go to a microphone.
Virtual attendees raise hand in Zoom.



VIRTUAL ATTENDEES: The production team will ask you to un-mute.



SPEAKER QUEUE OVERVIEW

ALL ATTENDEES:

1. Click on the SPEAKER QUEUE tab.

2. Select your category from the drop down menu.

3. Type your name in the text box and press the arrow icon to submit.

4. Wait to be called upon by the Chair.

Once called upon by the Chair:

IN PERSON ATTENDEES: Walk to a microphone in the room, introduce yourself and begin speaking.

VIRTUAL ATTENDEES: raise your hand in Zoom. The production staff will ask you to un-mute your microphone. Click “unmute”, introduce yourself and begin speaking.

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Lumi Hybrid Platform

How to pass credentials

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How to Pass Credentials

ALL ATTENDEES:

Only 1 voting delegate may be logged into the system at a time.

1. If you would like to pass the credentials to another member of your school board, simply give your District ID and Password to the new voting member who will be logging into the platform in your place.

2. You will automatically be logged out of the system once they log in.

3. If you are in-person and the new voting delegate is virtual, please email helpdesk.us@lumiglobal.com and inform them of the change. Lumi will need to turn on the Zoom panel so that the new virtual delegate can watch the meeting.

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Thank You

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