# **ZOOM** Manual For Speakers (Presenters and Chairpersons)

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#### Step 1 Download the Zoom app (for PCs). \* If you have already downloaded the app, move on to Step 2.

#### Downloading the client app

① The installer is available on the <u>official website</u> (<u>https://zoom.us/</u>). Click **Download** at the bottom of the homepage.

About	Download	Sales	Support	Language
Zoom Blog Customers Our Team Why Zoom Features Careers Integrations Partners	Meetings Client Zoom Rooms Client Zoom Rooms Controller Browser Extension Outlook Plug-in iPhone/iPad App Android App	1.888.799.9666 Contact Sales Plans & Pricing Request a Demo Webinars and Events	Test Zoom Account Support Center Live Training Feedback Contact Us Accessibility Privacy and Security	English 🕶 Currency Japanese Yen ¥ 🕶
Investors Press Media Kit How to Videos				🕸 in y 🗖 f
Copyright ©2020 Zoom Video Comm	unications, Inc. All rights reserved. Privacy	& Legal Policies   About Ads   Do Not :	Sell My Personal Information  クッキー》	選択設定

② Access the page above and download the app from **Meetings Client**.

Zoom Client fo	or Meetings
	download automatically when you start or join your first Zoom le for manual download here.
Download	Version 5.0.3 (24978.0517)

## \* Make sure to use the latest version.

#### **Compatible operating systems**

MacOS X 10.7 or later Windows 7/9/8.1/10 Windows Vista SP1 or later Windows XP SP3 or later Ubuntu 12.04 or later Mint 17.1 or later

Red Hat Enterprise Linux 6.4 or later Oracle Linux 6.4 or later CentOS 6.4 or later Fedora 21 or later OpenSUSE 13.2 or later ArchLinux (64-bit only)



### Installing the client app

① Start the downloaded installer. Installation begins, and will complete shortly.

Zoom Installer	X
Installing	
11%	

2 Click Sign In.

③ Register your email address for Sign Up Free.

zoom	Sign In	Sign Up Free			
	Email			٩	Sign In with SSO
	Password	Forgot?	or	G	Sign In with Google
Join a Meeting	Keep me signed in	Sign In		f	Sign In with Facebook
Sign In					
	< Back				

④ An email will be sent to your email address to confirm activation. Click Activate Account.

zoom	Sign In
Hello	
Welcome to Zoom!	
To activate your account please click the button below to verify your email address:	
Activate Account	
Or paste this link into your browser:	
https://us04web.zoom.us/activate?code=	
Questions? Please visit our Support Center.	
Happy Zooming!	

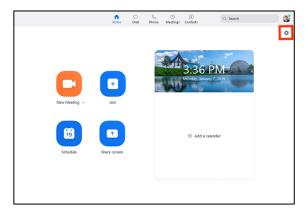
- ⑤ Enter the login information for settings.
- \* Skip the Invite Your Colleagues page.

# Step 3 Preparation before joining a presentation meeting Before joining a meeting, sign in to Zoom to test video and audio.

① Sign in to the Zoom app.

Sign In	Sign Up Free			
Email			٩	Sign In with SSO
Password	Forgot?	or	G	Sign In with Google
Keep me signed in	Sign In		f	Sign In with Facebook
< Back				

O Click the settings (gear) icon.



③ Change the video settings.

0	Settings
General	
Audio Share	
C Phone Chat	
Camera:	HD Pro Webcam C920       ↓          ● 16:9 (Widescreen) ○ Original ratio
<ul> <li>Recording</li> <li>My Video:</li> <li>Advanced Features</li> </ul>	<ul> <li>✓ Enable HD</li> <li>← Check the box so</li> <li>★ Check the box so</li> <li>★ Check the box so</li> <li>★ that the video size does</li> <li>↓ Touch up my appearance not change.</li> </ul>
Statistics     Meetings:	Always display participant name on their videos     Turn off my video when joining a meeting
<ul> <li>Feedback</li> <li>Keyboard Shortcuts</li> </ul>	<ul> <li>Always show video preview dialog when joining a video meeting</li> <li>Hide non-video participants</li> </ul>
Accessibility Show a large window of your own vide when you talk.	Spotlight my video when speaking <ul> <li>Display up to 49 participants per screen in Gallery View</li> </ul> EO Advanced

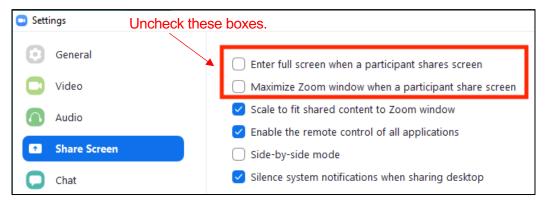
\* If you are using an external webcam, etc., select the camera and change the settings.

۲		Settings	
General	Speaker	Test Speaker	Built-in Output (Internal Speakers)
🖸 Video		Output Level:	
Audio		Output Volume:	■ (b)
Share	Microphone	Test Mic	Built-in Microphone (Internal Microp 🗘
C Phone	Microphone	Input Level:	
Chat		Input Volume:	۰ (۱)
Virtual Background			$\checkmark$ Automatically adjust microphone volume
O Recording	Use separate	audio device to play r	ringtone simultaneously
Advanced Features			
d Statistics		y computer when joinir	
🙂 Feedback	<ul> <li>Mute microp</li> <li>Enable stere</li> </ul>	hone when joining a m o	eeting
Keyboard Shortcuts	Do not prom	pt to join audio when j	oining a meeting using 3rd party audio
Accessibility	✓ Press and ho	old SPACE key to temp	orarily unmute yourself
_			Advanced

#### ④ Change the audio settings.

\* Click **Test Speaker** to check that you can hear the audio properly. Click **Test Mic** to check that you can hear your voice properly.

#### ⑤ Change the share screen settings.



6 Change the accessibility settings.

Check Always show meeting controls.

## Step 4 How to join a presentation meeting

The congress secretariat will send you a URL and password to join a presentation meeting on Zoom. The password must be entered to join the meeting.

Make sure to join the session at least 30 minutes before the start.

At the start, there will be a connection test and a simple explanation.

\* The URL indicated on the schedule is for attendees, and differs from the URL for chairpersons and speakers. Make sure to join the meeting from the URL sent to you by email.

① Sign in to the Zoom app.

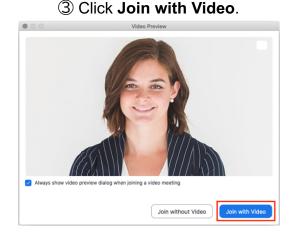
Sign In	Sign Up Free			
Email			٩	Sign In with SSO
Password	Forgot?	or	G	Sign In with Google
C Keep me signed in	Sign In		f	Sign In with Facebook
< Back				

② Open the URL shown in the email and click the button below.

nenarik.co 🤁 Onli	Open URL/Zoom Launcher?     https://zoom.us.wants.to.open.this.application.     Open URL/Zoom Launcher     Convert	as Mar Autocomplete
	Launching	
Plea	se click <b>Open Zoom Meetings</b> if you see the system d	lialog.
If nothing pro	Impts from browser, click here to launch the meeting, or downloa If you cannot download or run the application, Join from your browser.	d & run Zoom.

\* If you have not installed the Zoom app, return to Step 1 and install it.

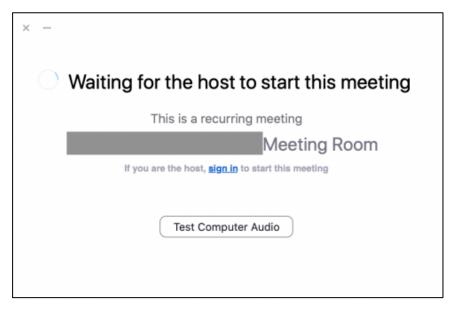




#### ④ Click Join With Computer Audio.

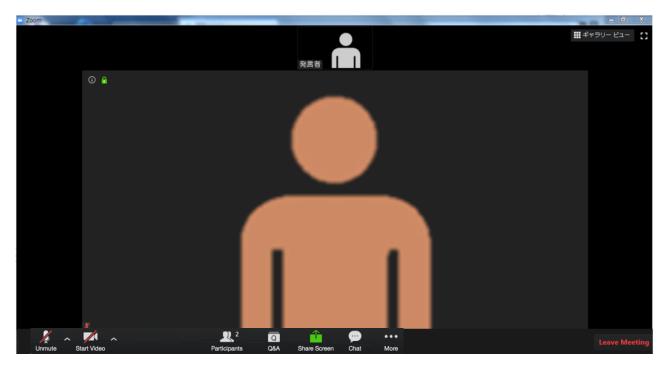


(5) <u>Make sure to</u> join the meeting <u>at least 45 minutes before</u> the session starts.



\* The screenshot above indicates that the host (administrator) is not ready yet. Join the meeting again 30 minutes before the session.

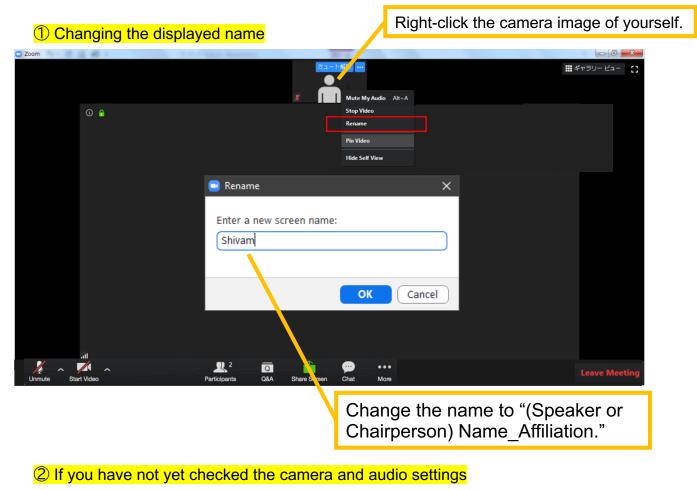
#### 6 Screenshot when joining a meeting

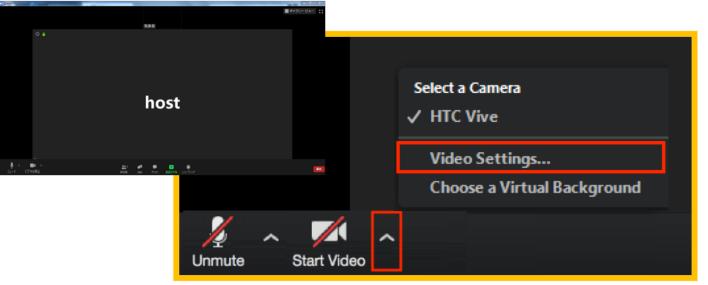


\* We recommend wired Internet connection. An unstable connection will cause poor image quality and choppy video/audio and may affect the audience.

# Step 5 Confirming the settings after joining a meeting

#### After joining a meeting, change the displayed name, etc.





After selecting Video Settings, refer to Step 3 (3 and 4).

## Step 6 Precautions during a presentation and operation method

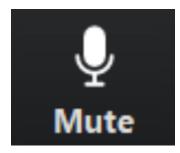
#### Note

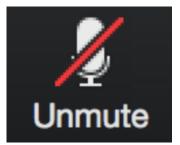
Your PC may become slow depending on its specifications if apps and software programs other than Zoom and PowerPoint for the presentation are running. Make sure to close unnecessary apps and programs.

# Notes when you speak and do not speak

Make sure to <u>mute</u> your microphone except when you speak. Failure to follow this rule will cause howling of the audio, etc., and make it difficult for the audience to hear.

Chairpersons should ask speakers to unmute their microphone if they forget to do so.





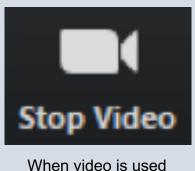
When you speak

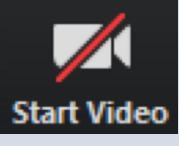
The microphone is unmuted.



The microphone is muted.

#### If video is used, unmute your microphone when you speak.





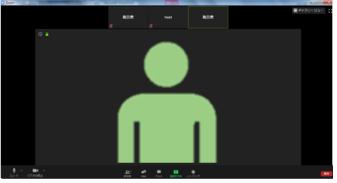
When video is stopped

\* The host (operator) will conduct an audio and video test on chairpersons and speakers 30 minutes before the start of a session. Ask the host questions if any.

# Operation screen Switchable by clicking Al participants who can speak are displayed. The user

### Speaker View

The user who is speaking is displayed on a large screen.





In the full screen mode, the size of a selected screen is maximized.





Check participants



Unmute/mute your microphone



Turn on/off video of yourself



·· (



Chat



Share your screen



The screen that you are viewing can be recorded on your PC. \* Do not use this icon. The performance will decrease.

Send and check questions/answers

### How to check participants and use Q&A



Clicking this icon opens a window to check participants. Clicking this icon again closes the window.



\* This will not be used in JCS 2020.



Clicking this icon opens a window to check and send questions and answers. Clicking this icon again closes the window.

For chairpersons

- 1. Click the Q&A icon.
- 2. Pick up questions.
  - \* Only speakers and chairpersons can check the details of questions.
- 3. Do not use Answer live or Type answer.

Open (2)	Answered (0)	Dismissed (0)
Jack Barker 2:43:31 PM		× Dismiss
When is the next webinar?		
<b>企 1</b>	Answer	Type answer
Eren Yaeger 2:42:44 PM		
When are office hours?		
ß	Answer	Type answer

When there are unread questions, the icon appears as shown below.







Clicking this icon opens a window to check and send chat messages. Clicking this icon again closes the window.

The chat function is disabled for the audience. It is available only for the operator, chairpersons, and speakers.

The chat function may be used by the operator to send messages to chairpersons, or vice versa, during a session.

It is also acceptable to contact verbally in an emergency, etc.

Zoom Webinar Chat			×	
From Me to Stevie Nicks: (Privately) Hi Ciara Sorry, Hi Stevie				
From Stevie Nicks to Me: (Privately) Hello				
To: Stevie Nicks (Privately) Type All panelists All panelists and attendees		More	*	
✓ Stevie Nicks (Panolist)				1
		All pa All pa		s s and attendees
	~	Admi	nistra	ator (Host)

\* The term "administrator" is used in this manual. Contact the operator on the day of the session.

Do not choose **attendees**. Otherwise, the message will be sent to the audience.

#### How to share your screen during a presentation



Clicking this icon opens a window to select the desktop or an app that is running on your computer and share the screen with participants.

- ① Open the PowerPoint file to be used in your presentation.
- ② Click the **Share Screen** icon on Zoom.

③ Select a PowerPoint file for your presentation as shown below, and click the **Share Screen** button.

Desktop 1	Desktop 2	Whiteboard	iPhone/iPad
NAKING & FLAN TOP THE WARDER MITE			
PowerPoint Slide Show P	Zoom - Pro Account	Launch Meeting - Zoom	Images
			Show all windows
Continual Education - VI	Slack - VIN	PowerPoint for Webinar 🍪	

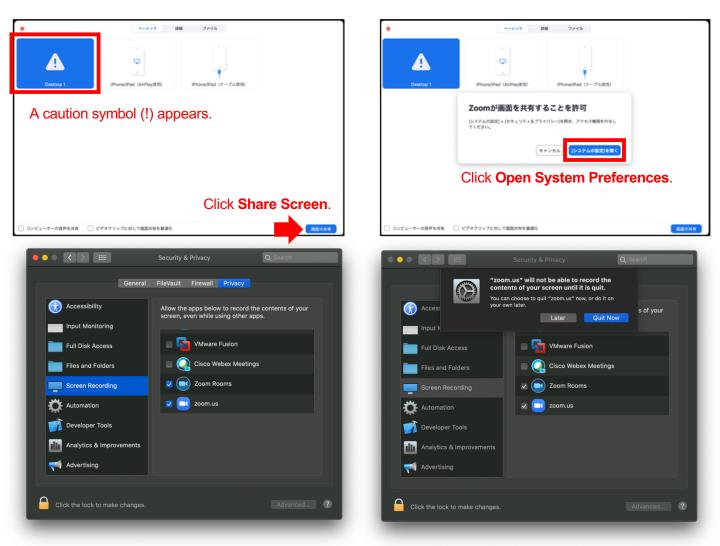
 If a PowerPoint file contains an audio file, make sure to check this box.

# Important Notes when creating slides

Refrain from using video clips, animations, etc. Otherwise, the network load will increase, affecting the viewing environment by making video choppy and blurred, and making sound quality poor and choppy.

If a video clip must be used, check **Optimize for full-screen video clip** to enable playback. Note that the image quality decreases significantly. Other slides that do not contain video clips are also affected.

Troubleshooting: A caution symbol / appears when **Share Screen** is selected on a Mac.



#### Check zoom.us.app. and Microsoft PowerPoint.app.



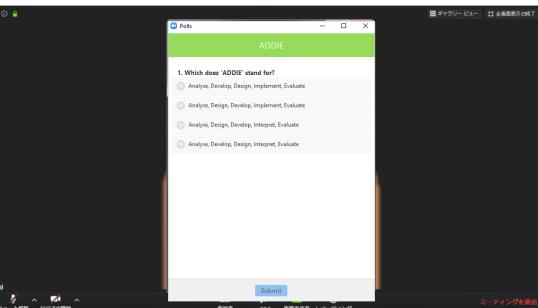
Close PowerPoint, select End Meeting for All, and join the meeting again.

#### Polling (audience response)

When polling is conducted, it will be started by the host (operator).

Contact the operator if necessary.

Make sure to inform the question number and the content of the question for the polling that you want to start.



Polling screen

To stop the polling, contact the host (operator) again.

Or, set the number of seconds in advance.

After the polling is finished, the results will be shared with participants promptly.

Polling result

◎ <sup>6</sup>			🇱 ギャラリー ビュー	🛟 金画面表示の終了
	Polls —			
	Host is sharing poll results			
	1. Which does 'ADDIE' stand for?			
	Analyse, Develop, Design, Implement, Evaluate	100%		
	Analyse, Design, Develop, Implement, Evaluate	0%		
	Analyse, Design, Develop, Interpret, Evaluate	0%		
	Analyse, Develop, Design, Interpret, Evaluate	0%		
.all	Close			
		0 -71241	1	