
zoom Manual

For Speakers (Presenters and Chairpersons)

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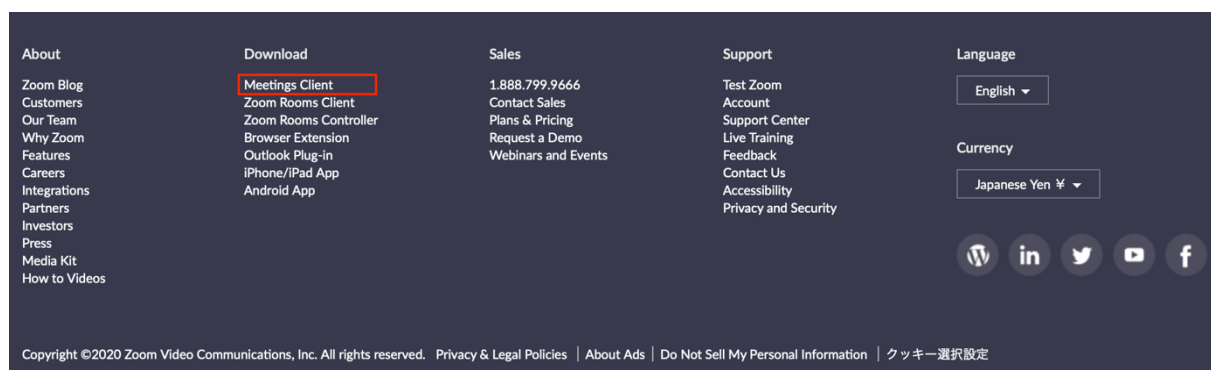
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Step 1 Download the Zoom app (for PCs).

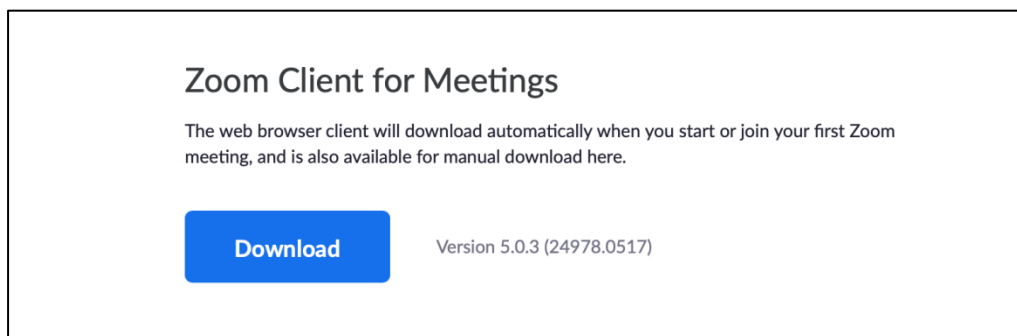
* If you have already downloaded the app, move on to Step 2.

Downloading the client app

- ① The installer is available on the [official website \(https://zoom.us/\)](https://zoom.us/). Click **Download** at the bottom of the homepage.



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



*** 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

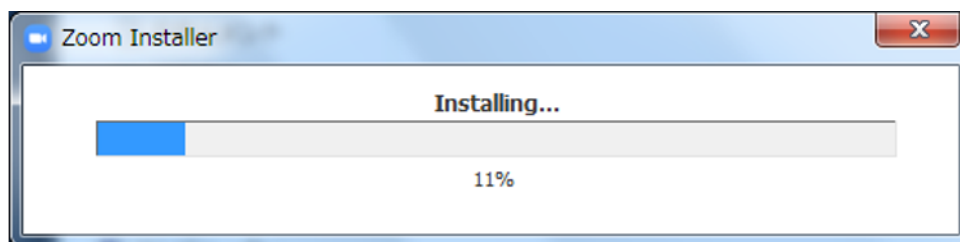
Red Hat Enterprise Linux 6.4 or later
Oracle Linux 6.4 or later
CentOS 6.4 or later
Fedora 21 or later
OpenSUSE 13.2 or later
ArchLinux (64-bit only)

Step 2 Install the Zoom app (for PCs).

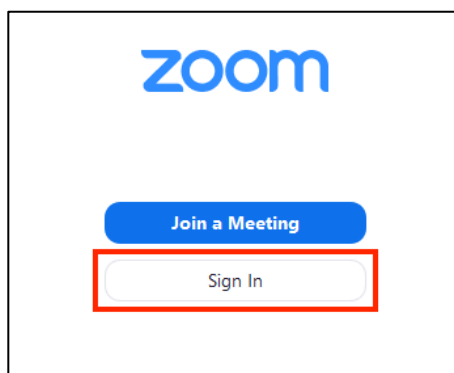
* If the app has already been installed, move on to Step 3.

Installing the client app

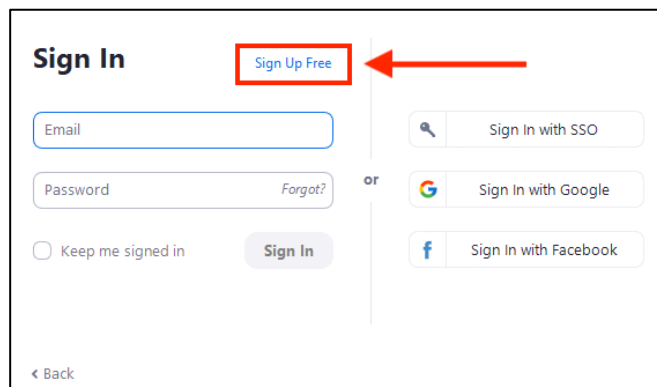
① Start the downloaded installer. Installation begins, and will complete shortly.



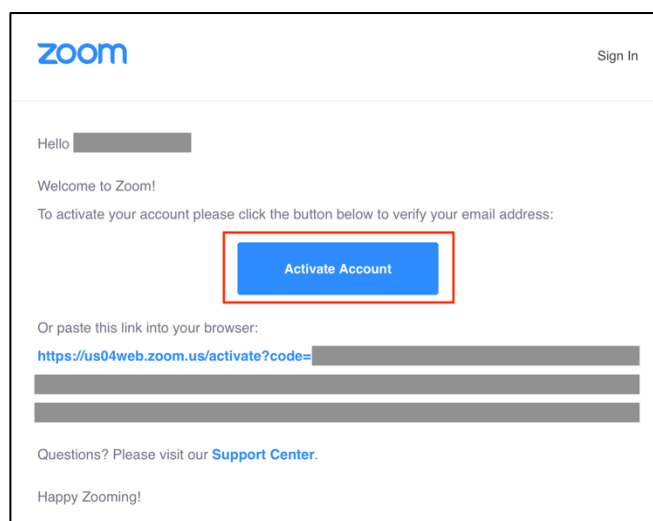
② Click **Sign In**.



③ Register your email address for **Sign Up Free**.



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



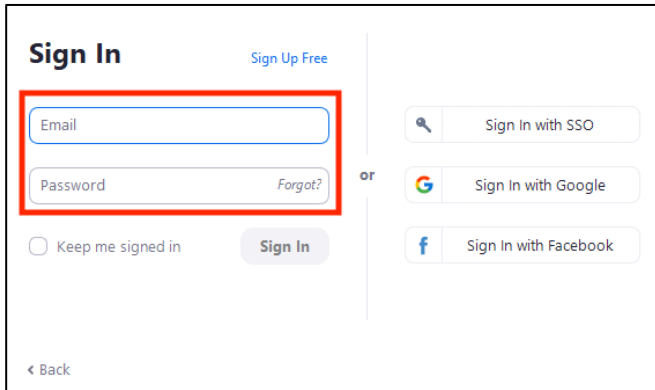
⑤ Enter the login information for settings.

* Skip the **Invite Your Colleagues** page.

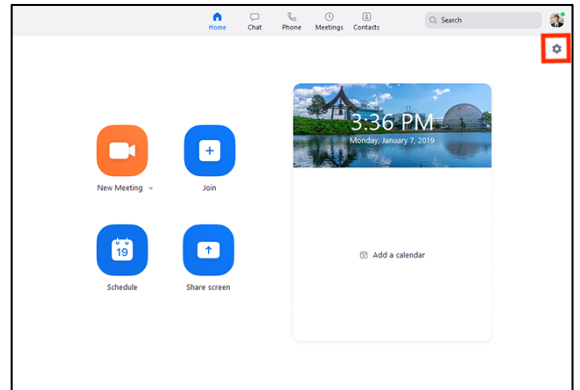
Step 3

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

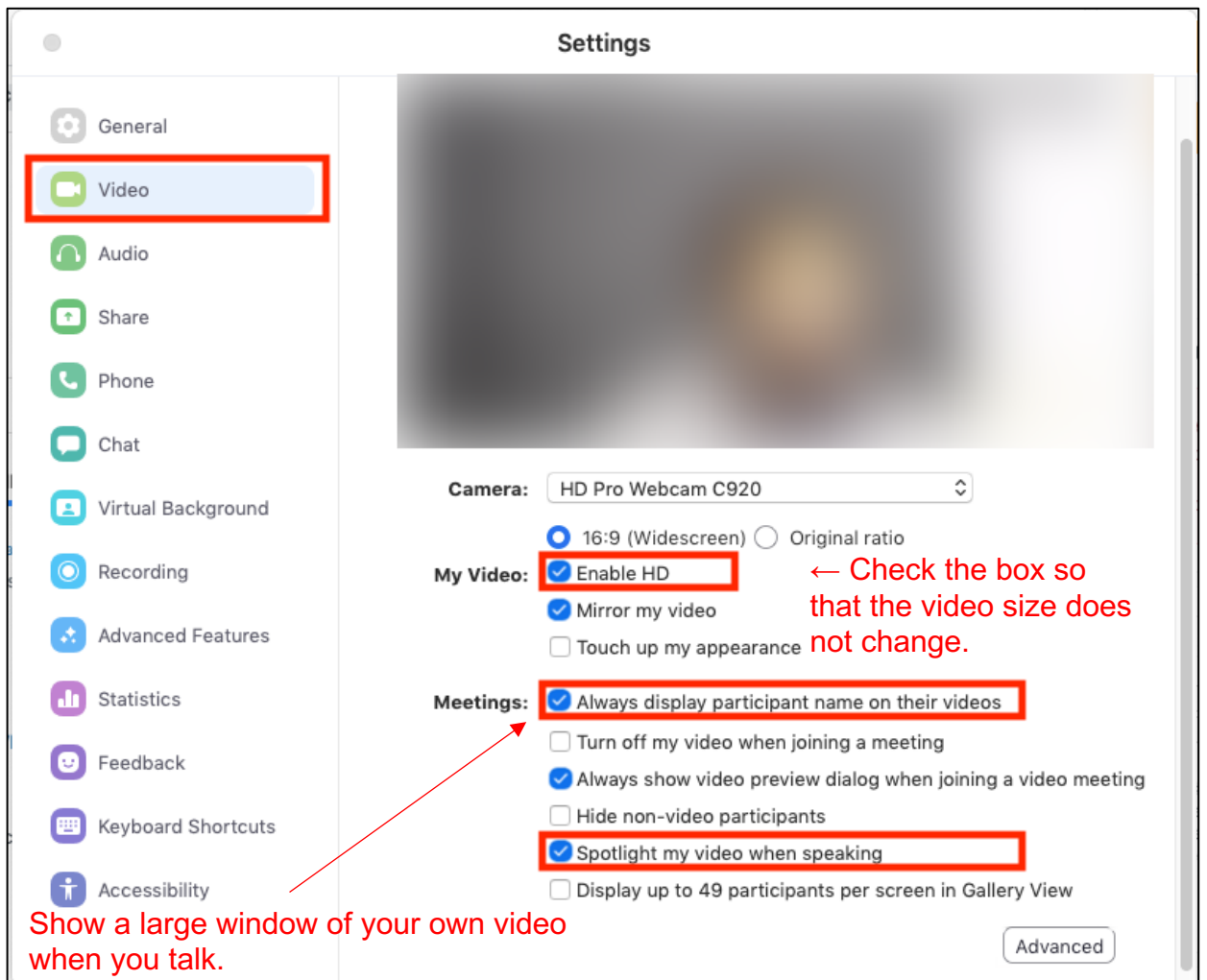
① Sign in to the Zoom app.



② Click the settings (gear) icon.



③ Change the video settings.



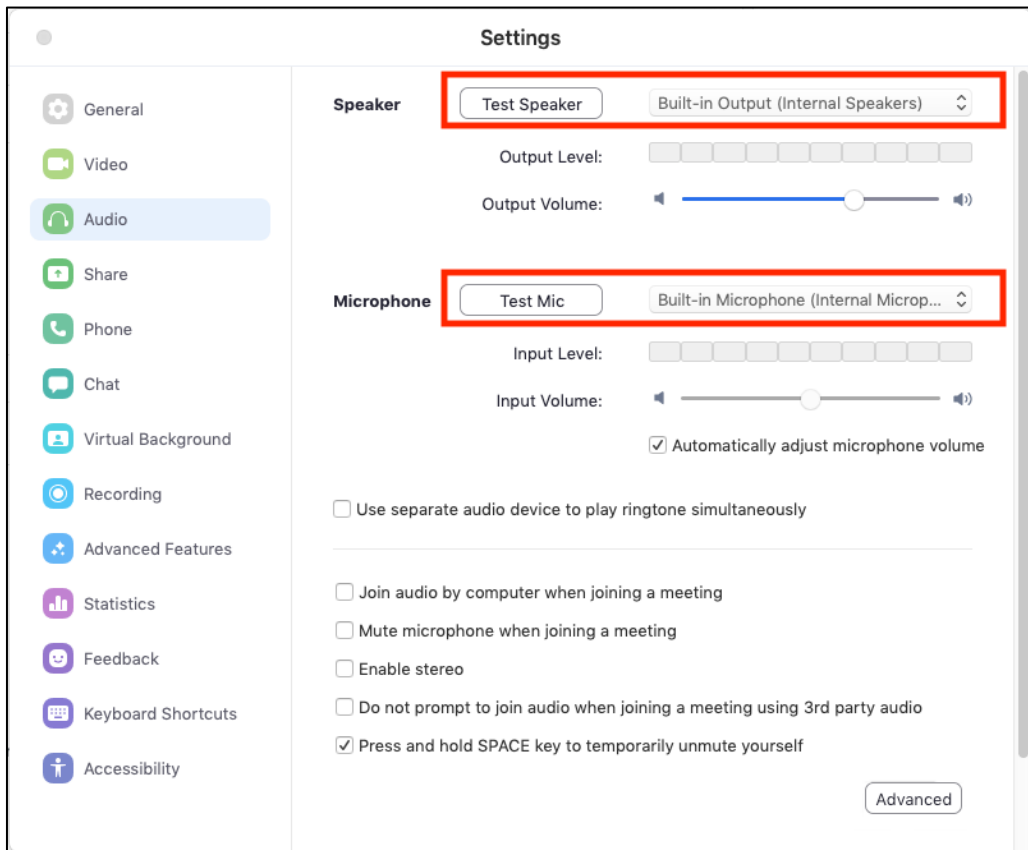
Show a large window of your own video when you talk.

← Check the box so that the video size does not change.

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

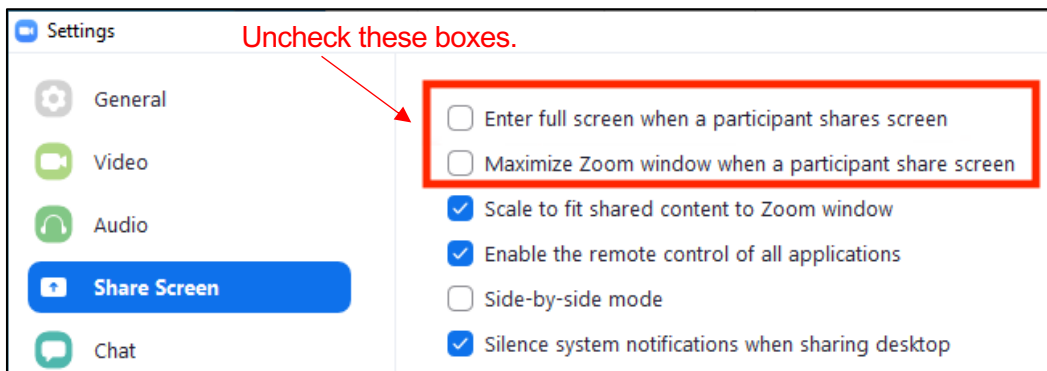
Step 3

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

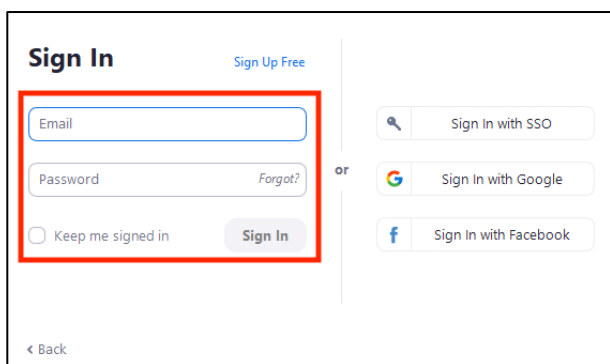
The congress secretariat will send you a URL and password to join a presentation meeting on Zoom. The password must be entered to join the meeting.

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

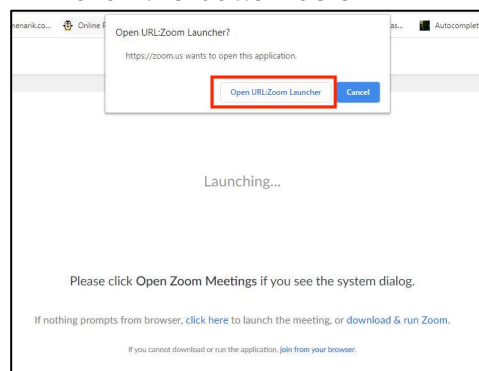
At the start, there will be a connection test and a simple explanation.

* 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.

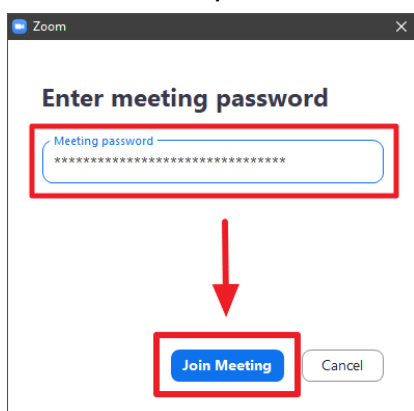


② Open the URL shown in the email and click the button below.

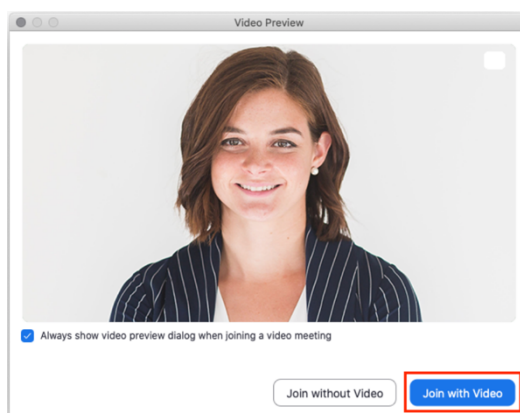


* If you have not installed the Zoom app, return to Step 1 and install it.

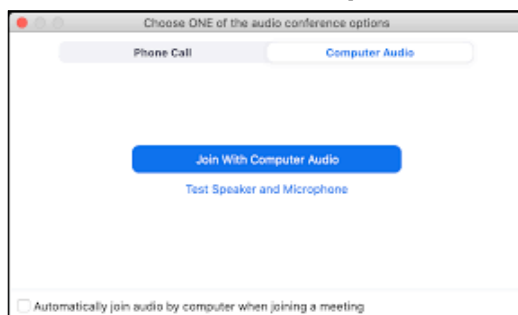
③ Enter the password.



③ Click **Join with Video**.

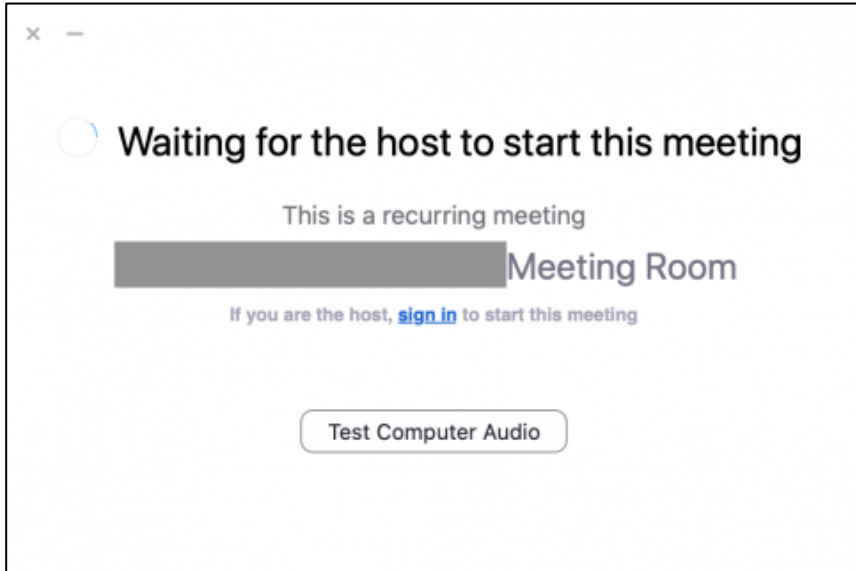


④ Click **Join With Computer Audio**.



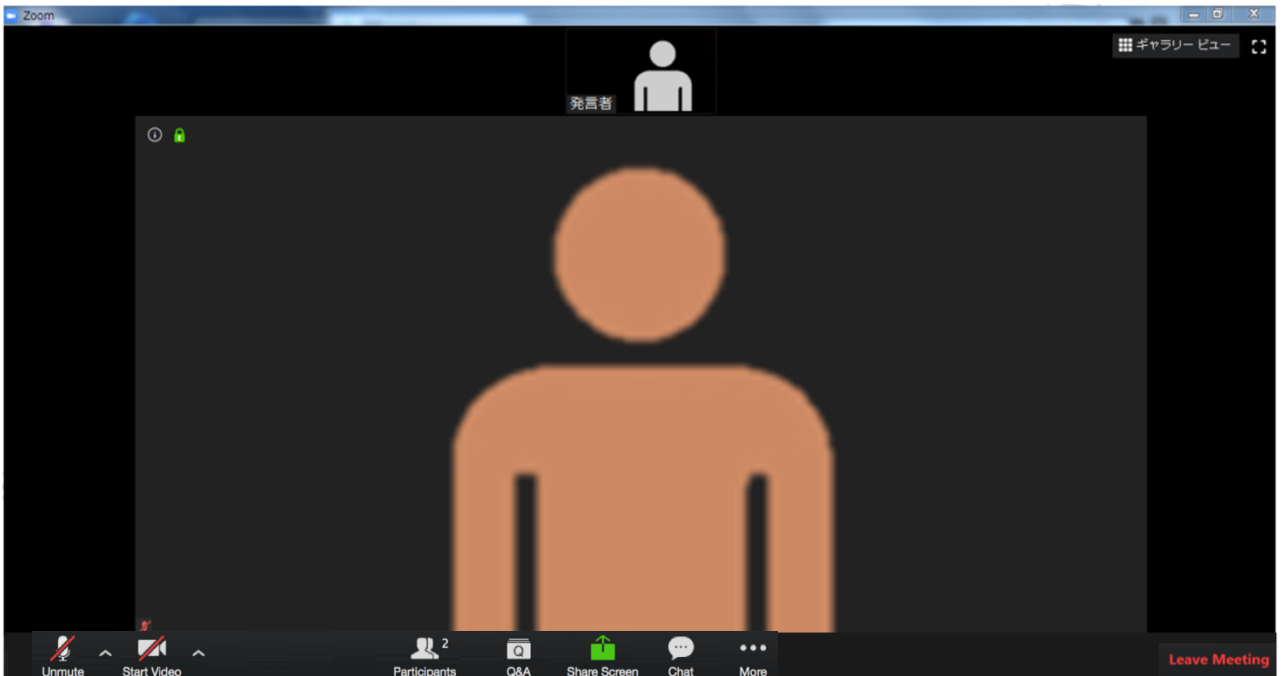
Step 4

- ⑤ Make sure to join the meeting at least 45 minutes before 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.

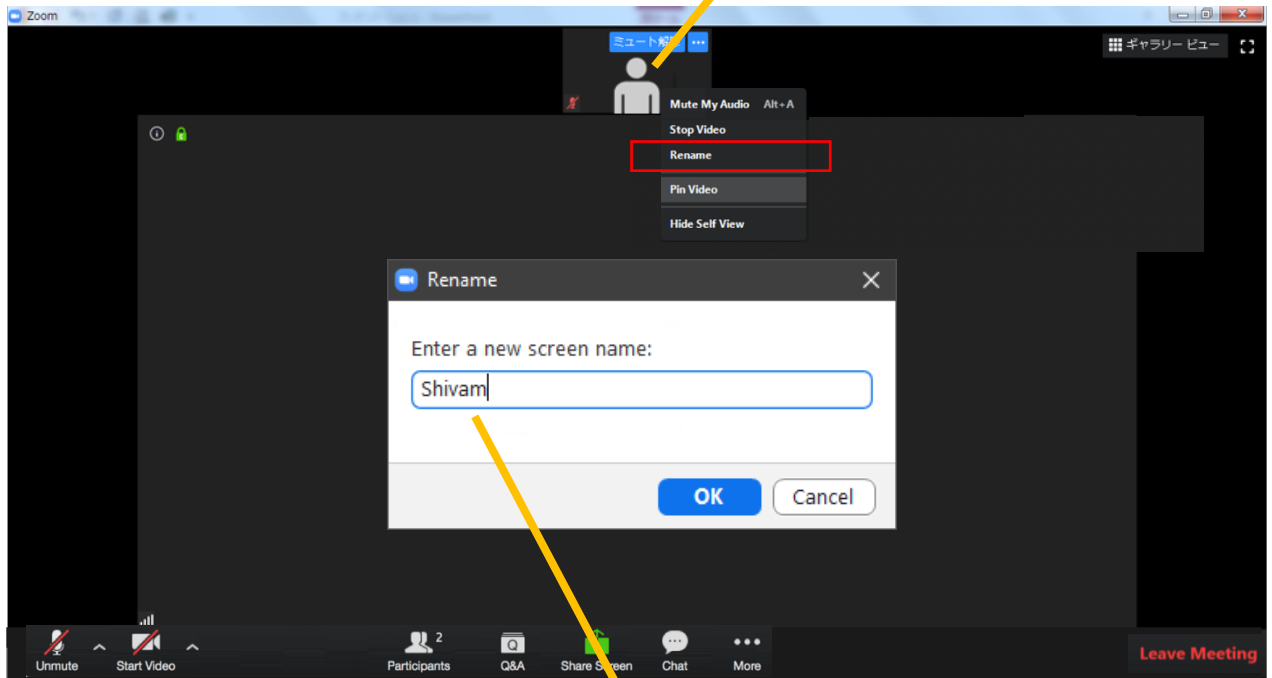
Step 5

Step 5 Confirming the settings after joining a meeting

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

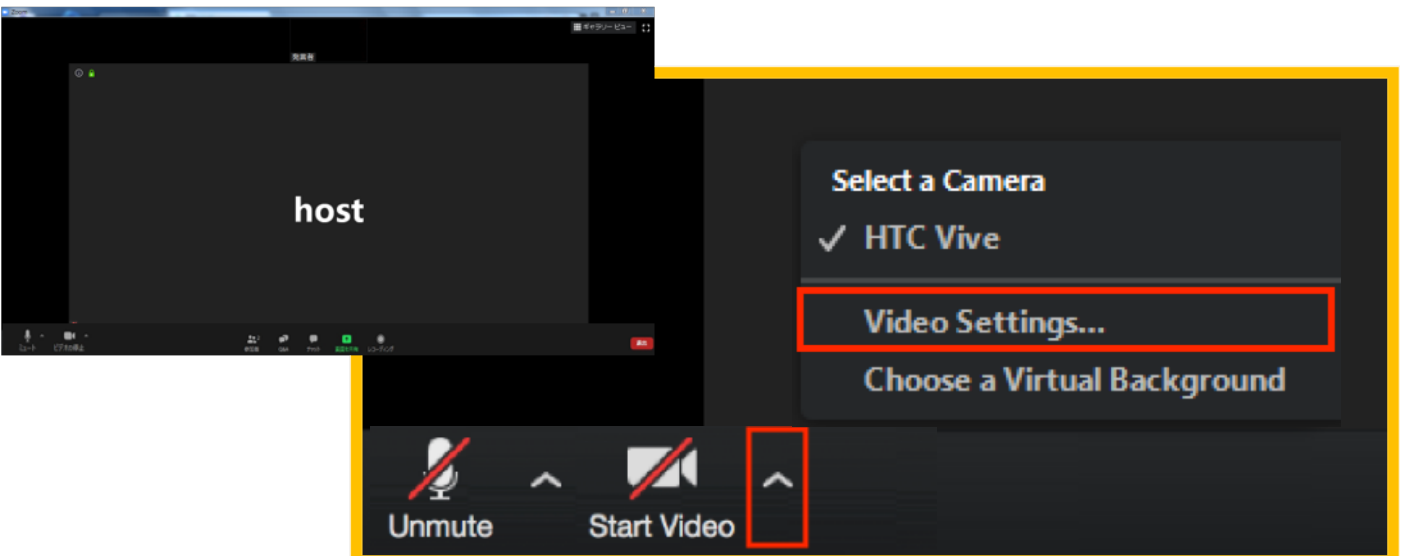
① Changing the displayed name

Right-click the camera image of yourself.



Change the name to “(Speaker or Chairperson) Name_Affiliation.”

② If you have not yet checked the camera and audio settings



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

Step 6 Precautions during a presentation and operation method**Note**

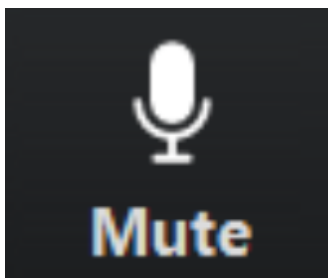
Your PC may become slow depending on its specifications if apps and software programs other than Zoom and PowerPoint for the presentation are running.
Make sure to close unnecessary apps and programs.

Notes when you speak and do not speak

Make sure to **mute** 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.

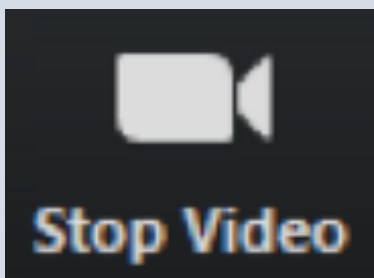
**When you speak**

The microphone is unmuted.

When you do not speak

The microphone is muted.

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



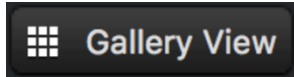
When video is used



When video is stopped

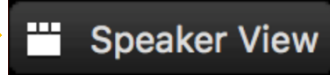
* The host (operator) will conduct an audio and video test on chairpersons and speakers 30 minutes before the start of a session. Ask the host questions if any.

Operation screen



Gallery View

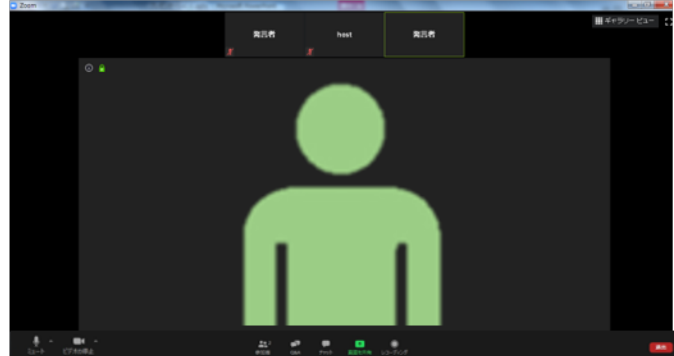
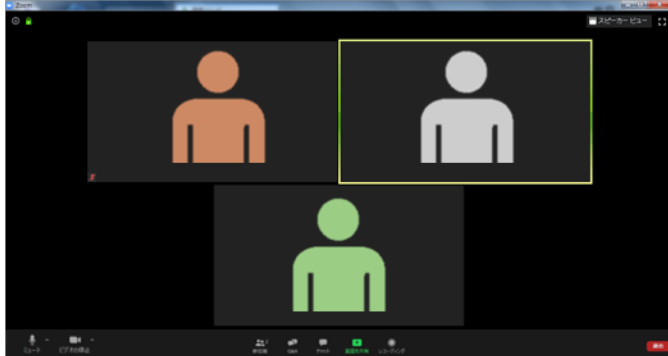
Switchable by clicking



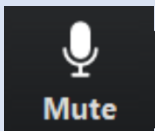
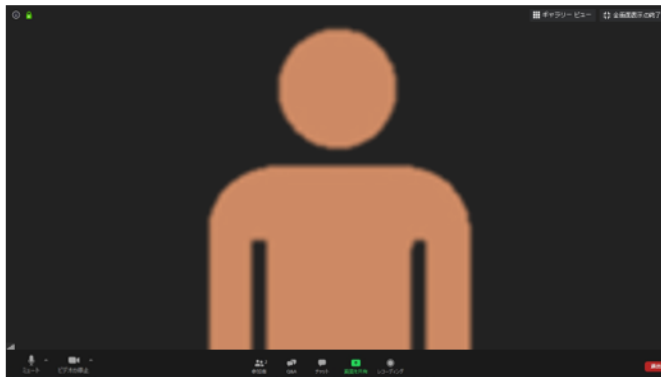
Speaker View

All participants who can speak are displayed.

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

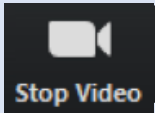


In the full screen mode, the size of a selected screen is maximized.



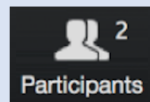
Mute

Unmute/mute your microphone



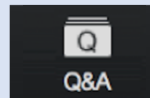
Stop Video

Turn on/off video of yourself



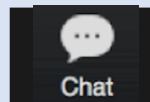
Participants

Check participants



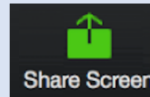
Q&A

Send and check questions/answers



Chat

Chat



Share Screen

Share your screen

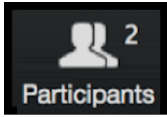


Record

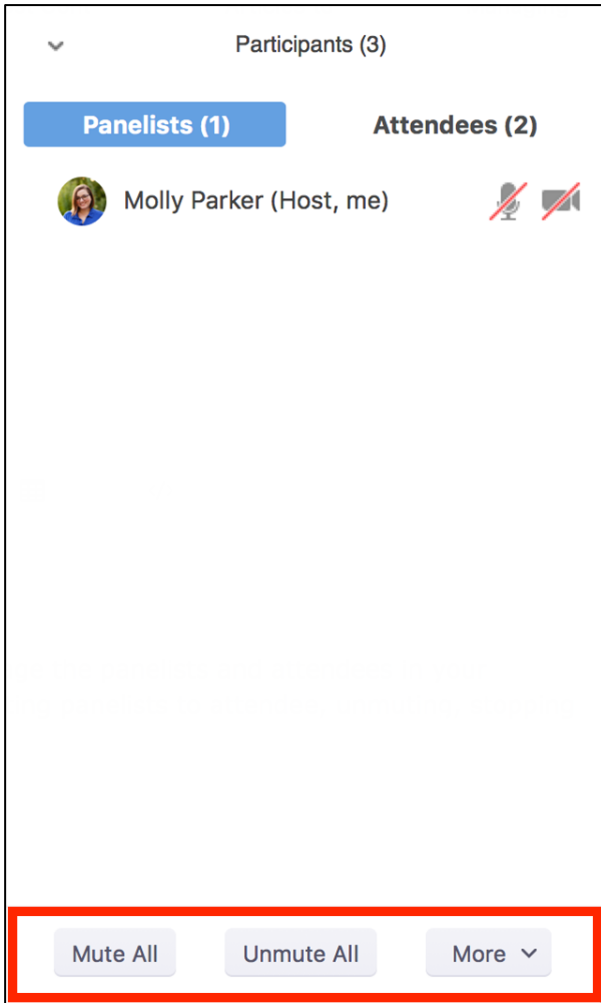
The screen that you are viewing can be recorded on your PC.

** Do not use this icon. The performance will decrease.*

How to check participants and use Q&A



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



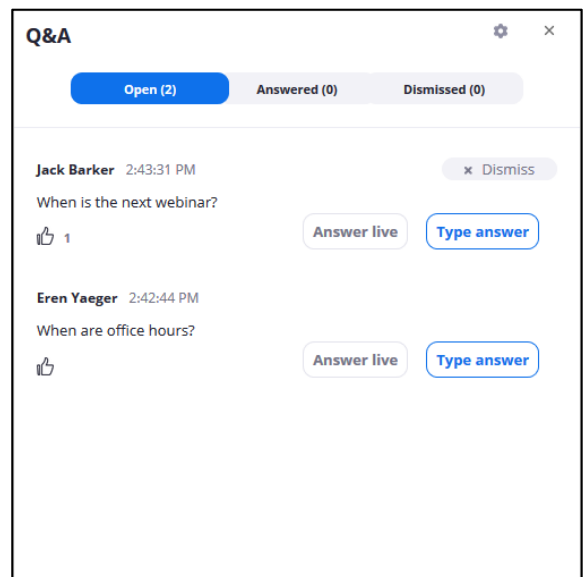
* This will not be used in JCS 2020.



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**.



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

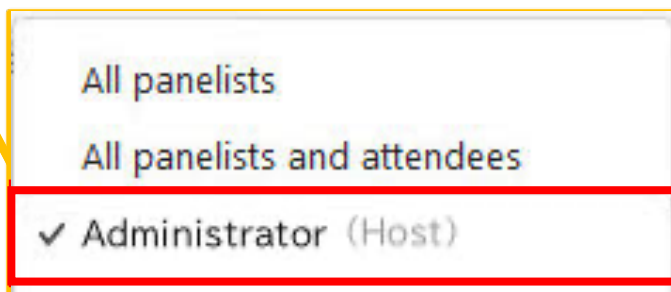
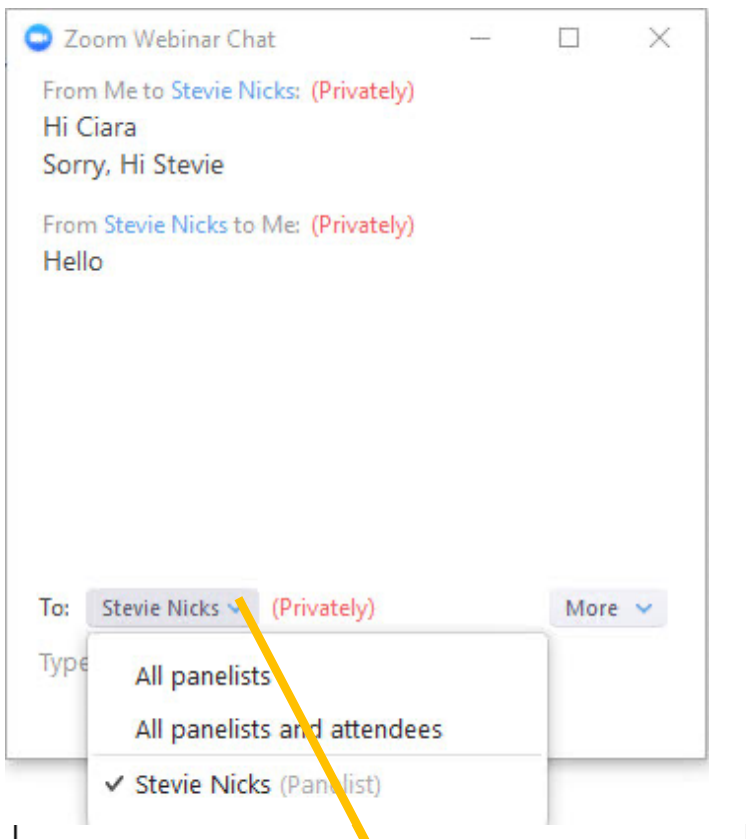




Clicking this icon opens a window to check and send chat messages.
Clicking this icon again closes the window.

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.



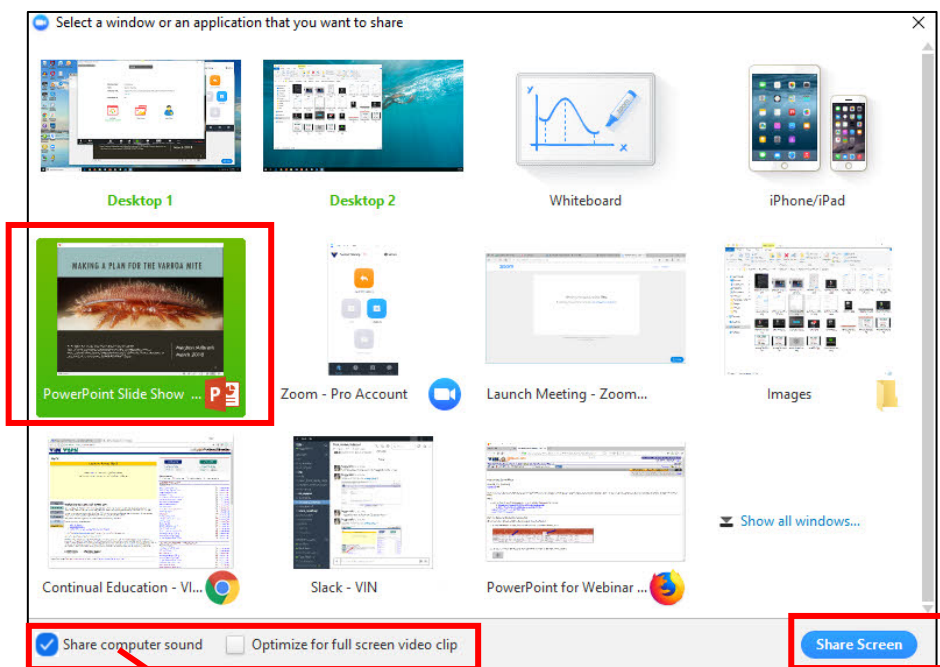
* The term “administrator” is used in this manual. Contact the operator on the day of the session.
Do not choose **attendees**. Otherwise, the message will be sent to the audience.

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.



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

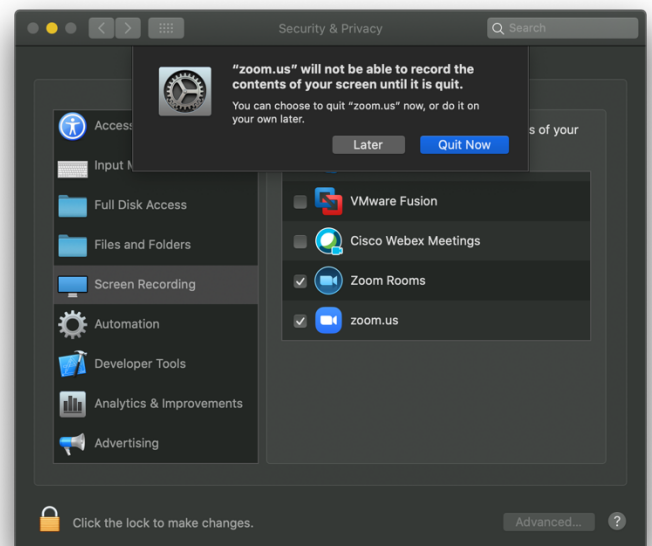
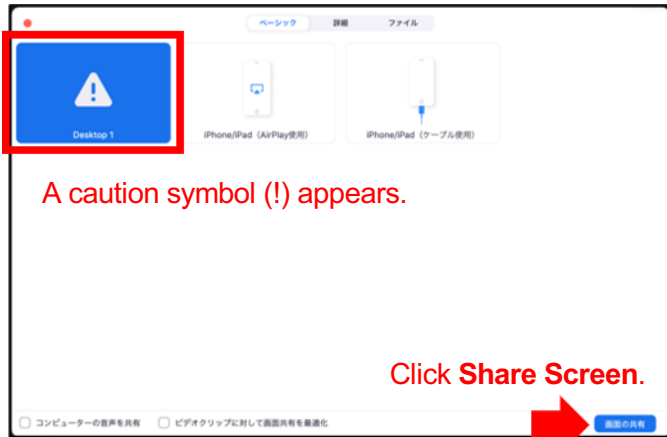
Important

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.

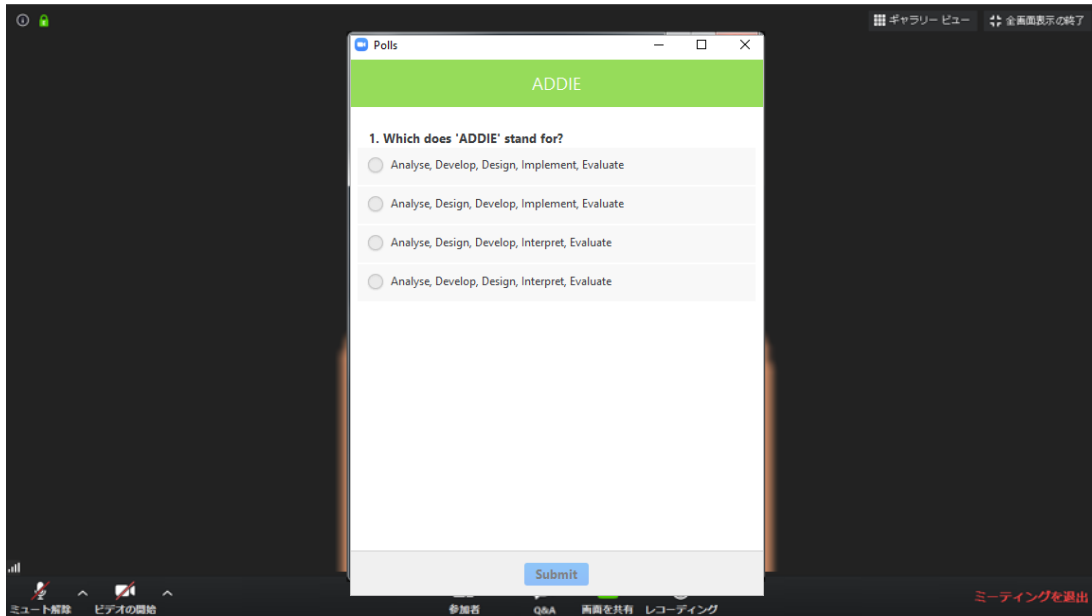
Polling (audience response)

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

