ZOOM User Manual

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1. ZOOM installation

ZOOM supports WINDOW/MAC/iOS/ANDROID running on all platforms. Click on the participant link or enter the participant link URL address in the browser of the participant device to trigger the installation of the ZOOM program. The meeting host can directly access [My Meeting] and click a key to start the meeting.

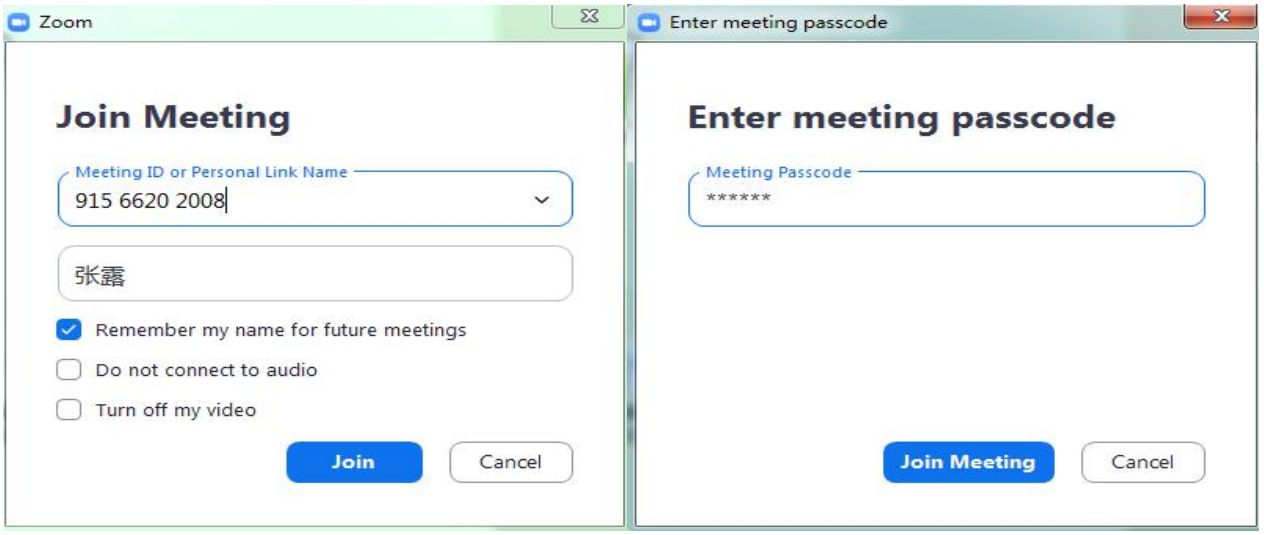
- iOS: Directly search for Zoom in the App Store to download and install.
- Mac: Enter www.zoom.com.cn/download in the browser and click "Zoom Meeting Client" to download and install.
- Android: For Android system, you can enter www.zoom.com.cn/download in the mobile browser, the page will jump to the Zoom download center, click "Download from Zoom website" to install.
- Windows: directly enter www.zoom.com.cn/download in the browser, and click "Zoom Meeting Client" to download and install.

Take WINDOWS as an example:

Enter www.zoom.com.cn/download directly in the browser and click "Zoom Meeting Client" to download and install.

2. Join the meeting

(1) Click "Join Meeting" and enter the meeting number, custom name and meeting password.



(2)Verify by phone verification code

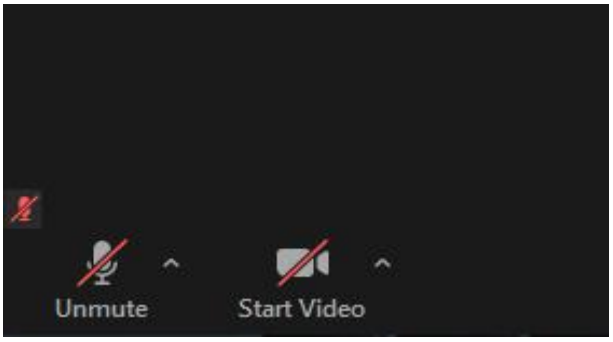
3. Video and Audio debugging

After the ZOOM program is installed, click the link to participate in the meeting, and you can enter the interactive meeting interface before the meeting starts at a specific time. Due to the limitation of equipment, in order to facilitate the meeting, it is recommended that the meeting host use a laptop (windows) to participate in the meeting.

In **【My Meeting】**, click a key to start the meeting and enter the interactive meeting interface. It is recommended to debug video and audio for the first visit. The debug button is at the bottom left of the interface. The video and audio of mobile terminals such as mobile phones are controlled in similar positions.

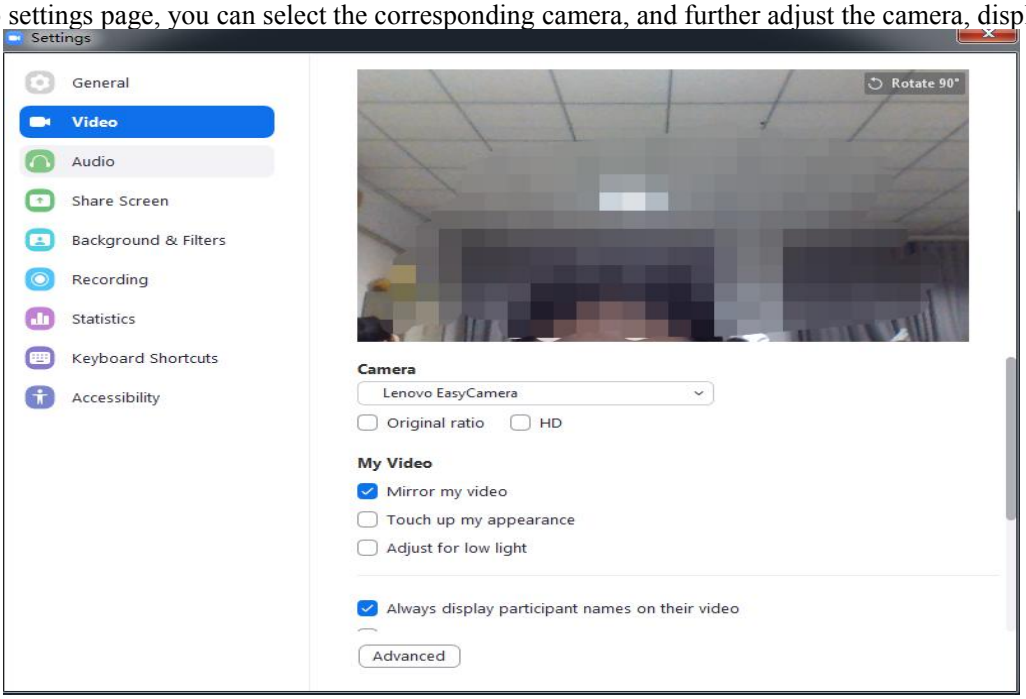
Take WINDOWS as an example:

(1) Click the video and audio control buttons at the bottom left of the interactive meeting interface



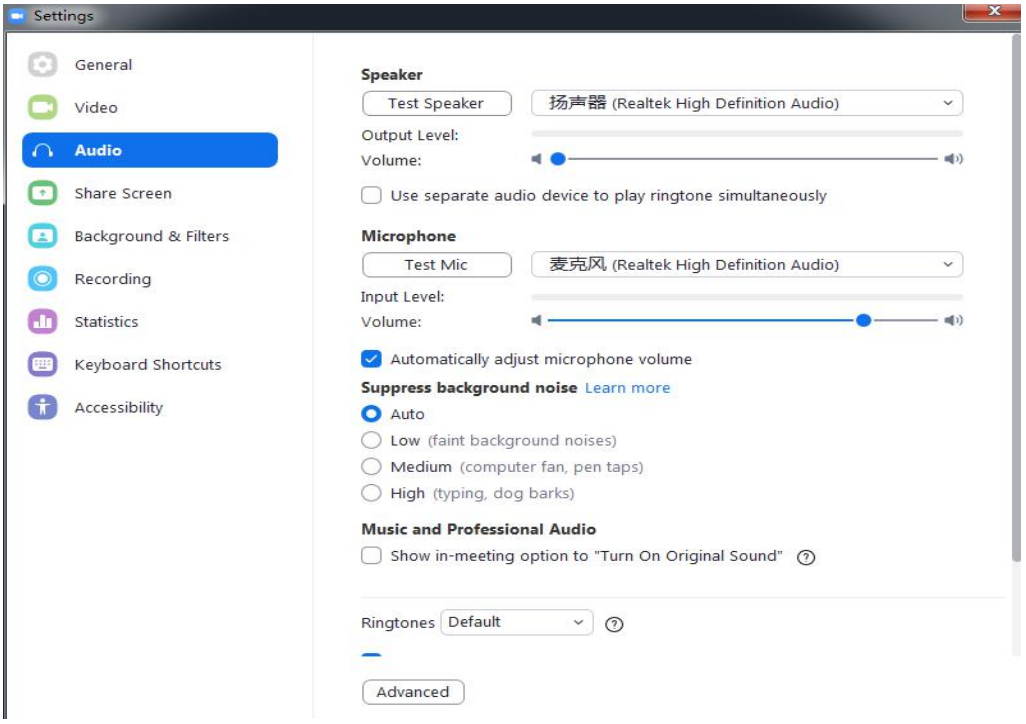
(2) Video debugging (camera)

On the video settings page, you can select the corresponding camera, and further adjust the camera, display ratio, etc.



(3) Audio test

On the audio setting page, you can test the speaker & microphone and set the audio equipment accordingly.


Settings
General
Video
Audio
Share Screen
Background & Filters
Recording
Statistics
Keyboard Shortcuts
Accessibility
Speaker
Test Speaker
扬声器 (Realtek High Definition Audio)
Output Level:
Volume:
Use separate audio device to play ringtone simultaneously
Microphone
Test Mic
麦克风 (Realtek High Definition Audio)
Input Level:
Volume:
Automatically adjust microphone volume
Suppress background noise Learn more
Auto
Low (faint background noises)
Medium (computer fan, pen taps)
High (typing, dog barks)
Music and Professional Audio
Show in-meeting option to "Turn On Original Sound"
Ringtones Default
Advanced

4. Moderator special operation

In the cloud video conference system, the host, as the convener of the conference, can perform special control over the participants and the conference view, as well as control group operations and local recording, as described below.

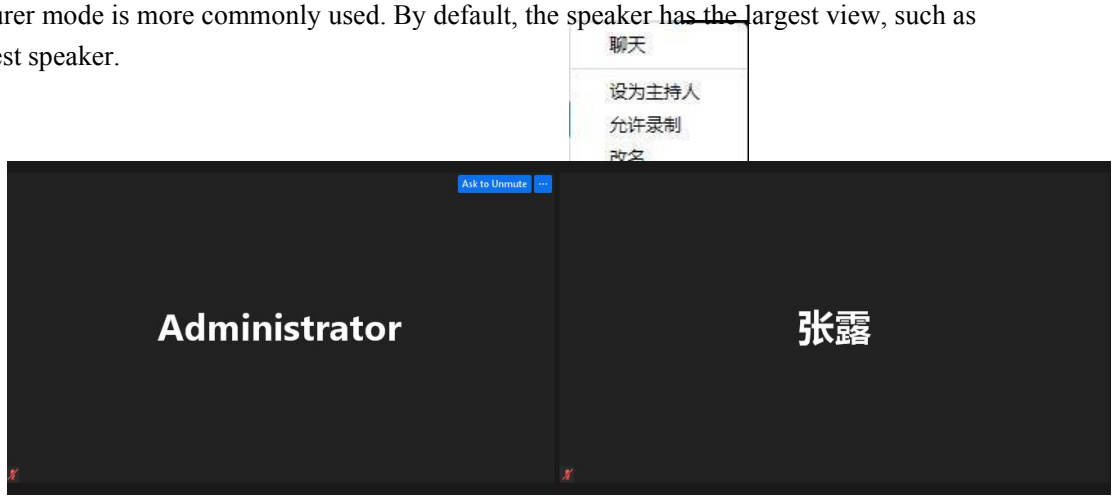
(1) Manage and control participants

Click the "Manage Participants" on the interactive interface of the meeting, and in the pop-up menu, click the corresponding button to mute all and unmute all; click the corresponding participant to grant the host, grant permission to record, and change the name as needed.

(2) View management operations

Participants' video in ZOOM has 2 view modes for display, gallery mode and lecturer mode. Click the button in the upper right corner of the window to switch between gallery mode and lecturer mode.

The lecturer mode is more commonly used. By default, the speaker has the largest view, such as the loudest speaker.



Gallery mode view

Speaker mode view

The host can also set the video of a participant as the focus video to avoid frequent switching of the lecturer's video.

(3) Group operation

Supporters can perform grouping operations, open virtual discussion groups, grouping strategies can be automatic random or manual deployment, intra-group intercommunication, group-to-group intercommunication, communication needs to be conducted through the host. This mode is suitable for scenarios where there are many participants and group discussions are required.

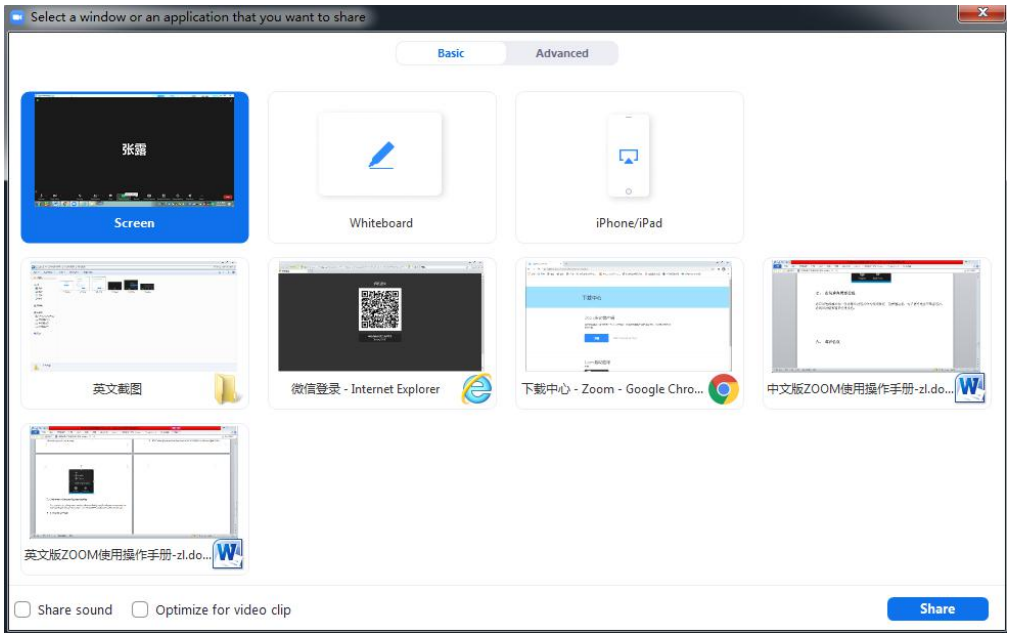
(4) Waiting room operation

If the host starts the waiting room function while creating a meeting room, participants need to wait for the host's approval before entering the interactive meeting. The host should pay attention to the status of “person waiting” and enter in time.

5. Sharing operation

Sharing is one of the most commonly used tools. Zoom supports sharing, desktop, whiteboard, applications, documents, etc. note: desktop sharing requires the most bandwidth.

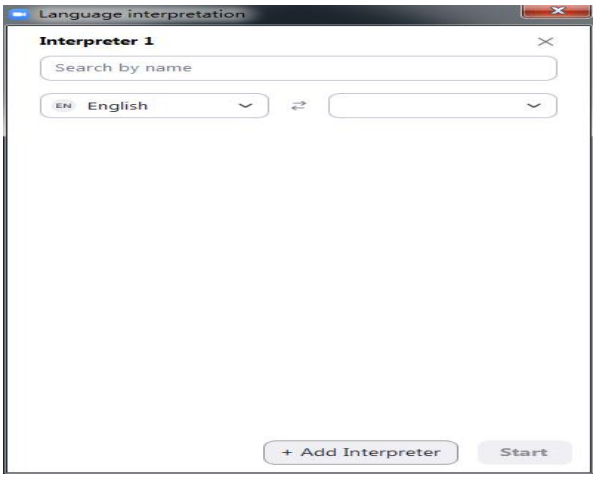
If the local audio needs to be shared with other participants, click "Share computer sound". If you want to share and play videos, it is recommended to click "Prioritize video streaming"



6. Use of ZOOM interpretation function

6.1 How the meeting host appoints an interpreter

(1) Click "Settings", and under the "Meeting (Advanced)" tab, enable "Language Translation"



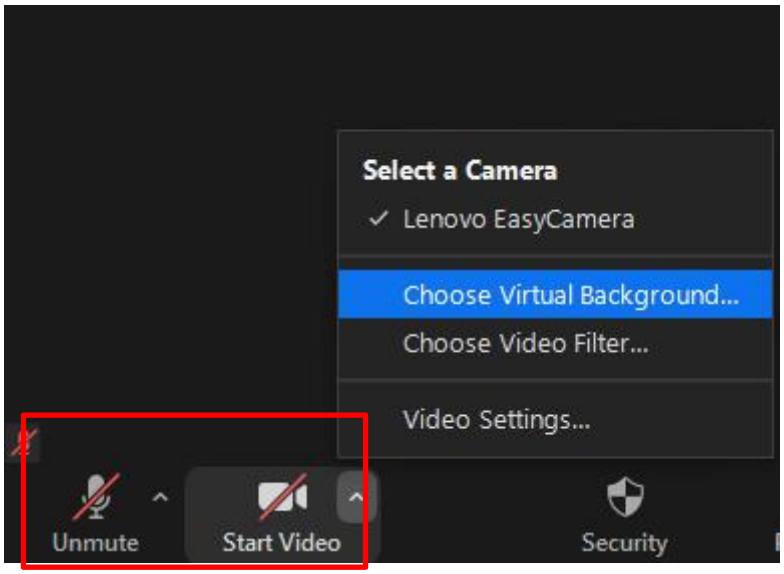
(2) Enter the interpreter's mailbox information, and the system will create an audio channel for your selected language in your meeting

(3) To add more interpreters, please click "Add Interpreters"

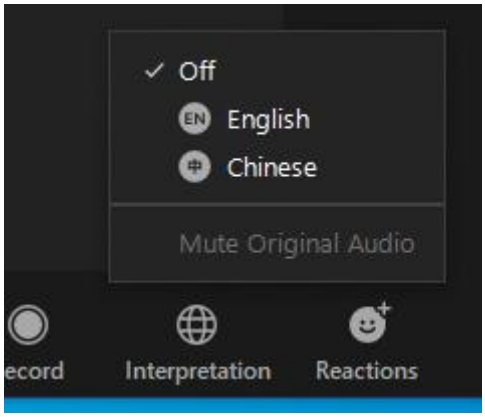
(4) After completing the settings, click "Save"

6.2 How the participants use the interpretation function

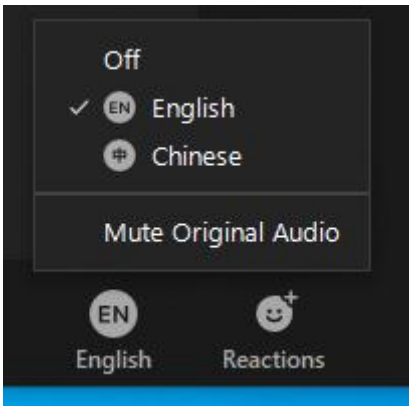
(1) After entering the meeting room, unmute and start the video.



(2) Click the Interpretation menu, select the corresponding language channel and select

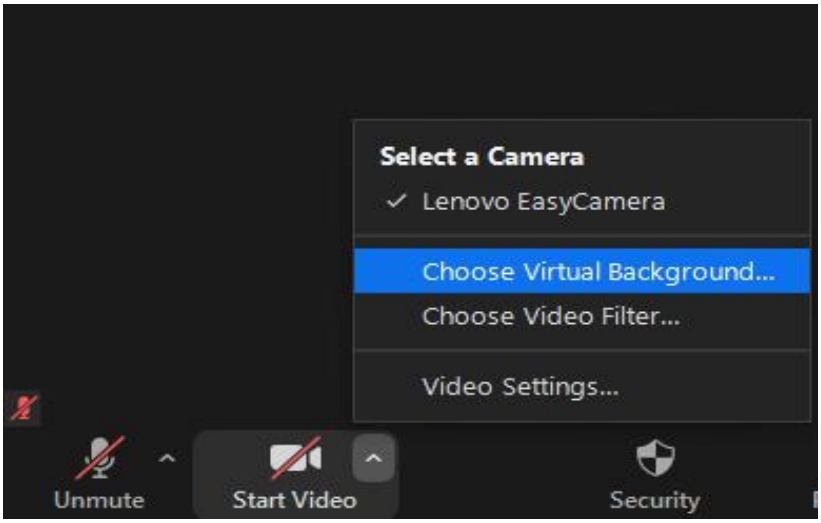


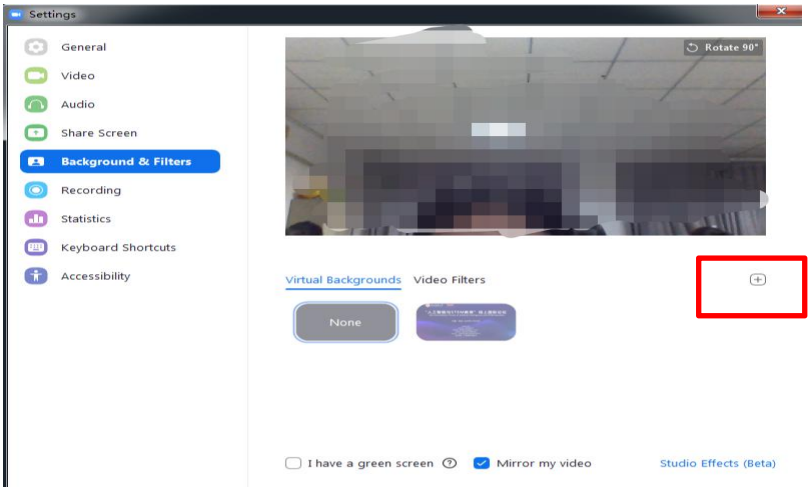
(3) After entering the channel, click on the channel menu again to mute the original audio

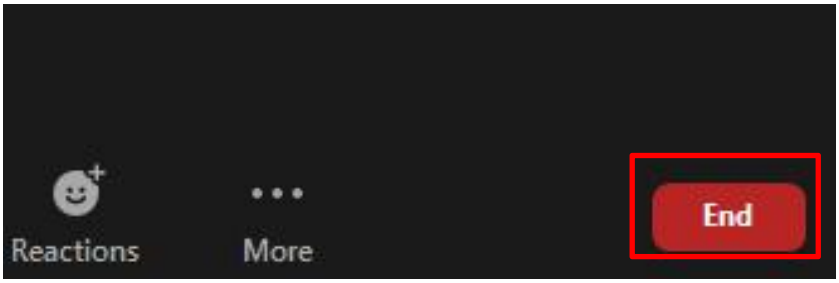


7. Conference virtual background setting

You can choose or add a picture you like as the video background, but please note that in order to better display the background picture, your existing video background should be a solid color.





8. Leave the meeting

Participants can click "End" to leave the meeting