



Zoom Instructions

(With thanks to the Irish Railway Record Society for access to their Zoom instructions.)

1. What is Zoom?

Zoom is a video conferencing App that lets you participate in virtual (online) meetings through your computer, tablet or smart phone.

You can see and hear other participants through your screen and device speaker** and if you have a web-cam** and microphone**, they can see and hear you unless switched off within Zoom.

Most importantly, you can view a presentation made by one of the other participants.

(** On most devices, a speaker, webcam and microphone are built in as standard.)

A benefit of Zoom is that, as an attendee, all you need is access to the internet.

Only the meeting host (in this case, the RPSI) who has set up the meeting needs a Zoom account, registration, passwords, etc.

2. How To Get Zoom On Your Device

We recommend downloading Zoom to your device in advance of the meeting, so that you can check that everything is ok. If you wait until you join the meeting, there is a risk that the download will cause you to miss the start.

If you do not already have Zoom installed on your device, we recommend that you:

- **Tablet or Smartphone:** Download the Zoom App (the Zoom icon shows a white camera on a blue background) from Google Play or the App Store.
- **Laptop or PC:** Download the Zoom installation package from the Zoom.us website and install.

Download and use of Zoom is free for meeting participants.

Downloading the App to a tablet or smartphone is fastest but downloading and installing Zoom on a pc or laptop is straightforward. Remember that as a meeting participant only, you do not need to register, set up a Zoom password, etc.

If you are requested to do this, skip the request.

3. Joining The Meeting

To join a meeting, you will need a Meeting-specific ID and Passcode which the Society will post on its website.

4. Using Zoom In A Meeting

The icons along top and bottom of the Zoom screen enable you to take certain actions but may only appear when you move your cursor nearby. The most useful ones are listed below but feel free to investigate others. In fact, you can possibly learn more and learn more quickly by simply

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clicking on the various icons and seeing what happens or what options appear in a dropdown menu. You could do that between signing in and the start of the meeting.

The most useful icons at the top of the screen (towards the right) are:

- Speaker or Gallery view selects whether to show all participants equally, or emphasise the person who Zoom thinks is speaking. Please note that we plan to turn off the participant images until we reach the Q&A session, so they all may appear just black.
- 'Broken Square' = enter full screen mode.

The icons at the bottom of the screen (left to right) are:

- Mute/Unmute: *You should only use this if invited to do so by the meeting organiser.* Click the icon to mute or unmute yourself.
- Stop/Start Video: *You should only use this if invited to do so by the meeting organiser.* Click on the icon to turn your webcam on or off.
- Participants: Click on the icon to show a list of participants in the meeting.
- Chat: Click on the icon to open up a message box where you can type messages for other participants. Type your message in the box, select who it is to ('everyone' or individual), and press "Return" or "Enter" to send. The Icon will change when there are unread messages for you to read
- Share Screen: *You should only use this if invited to do so by the meeting organizer.* Clicking on the icon enables you to share your screen with everyone – this is how a presentation can be shown. The Chair will control who is allowed to share their screen.
- Leave: Click on this icon to leave the meeting at any time.

5. During a presentation

You don't need to do anything but watch and listen. Note that images during the presentation will be displayed in full screen format but you may need to set your own device to full screen to eliminate toolbars, etc.

At top centre, there is a green panel indicating whose screen you are seeing. At the right hand end is a tab "Viewing Options". If you want to hide all the participant images and see the projected slides without any distractions, use the dropdown menu and click "Hide video panel".

Alternatively, you can still watch the speaker only by looking for an icon in Gallery view (see above) which suppresses all the participant images except that of the speaker, which will appear in thumbnail form to the right of the projected image.

6. Further Advice

Zoom test facility: Zoom provides a 'test meeting' facility, at <https://zoom.us/test>. This will also let you install the Zoom App, and try it out in advance of the meeting.

There are many 'How to join a Zoom meeting' videos on YouTube – for a selection, take a look at https://www.youtube.com/results?search_query=how+to+join+a+zoom+meeting

Remember: When your microphone is unmuted and your webcam is on, you can be heard and seen – if you want to fall asleep, fiddle with something, have a family row, etc. it is only polite to turn them off.

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Think about what will be behind you (it will be seen – are you happy about this?); also note that if there is bright light behind you, but none on your face, you will look like a black shape.

Best Image: The bigger the image, the better so consider linking your device to your TV or displaying the images on a screen via a digital projector.

7. Basic Troubleshooting

The Zoom software doesn't open: If it doesn't seem to work, check that your computer security settings allow you to download the Zoom files. This is an "exe" file, so some security settings may stop it.

I can't hear anything: Check that your speaker is working by clicking on the drop-down arrow next to Mute and then "Test Speaker and Microphone". At the start of the meeting there may not be anything to hear, so you may not know until the meeting starts

No one can hear me when I speak: Check that your microphone is working by clicking on the drop-down arrow next to Mute and then "Test Speaker and Microphone". Also check that you are not on Mute.

My video (webcam) image is a black rectangle with my initials in it: it should be like this for most of the meeting and it means your webcam is switched off

Zoom keeps freezing or sounding strange: Your internet connection may be going slow. It may be better the closer you are to your internet hub.