

Step By Step Zoom Instructions for Audio and Video

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To: Long Island CW Club Groups IO <LongIslandCWClub@groups.io>

Date: Wednesday, October 6th, 2021 at 08:53

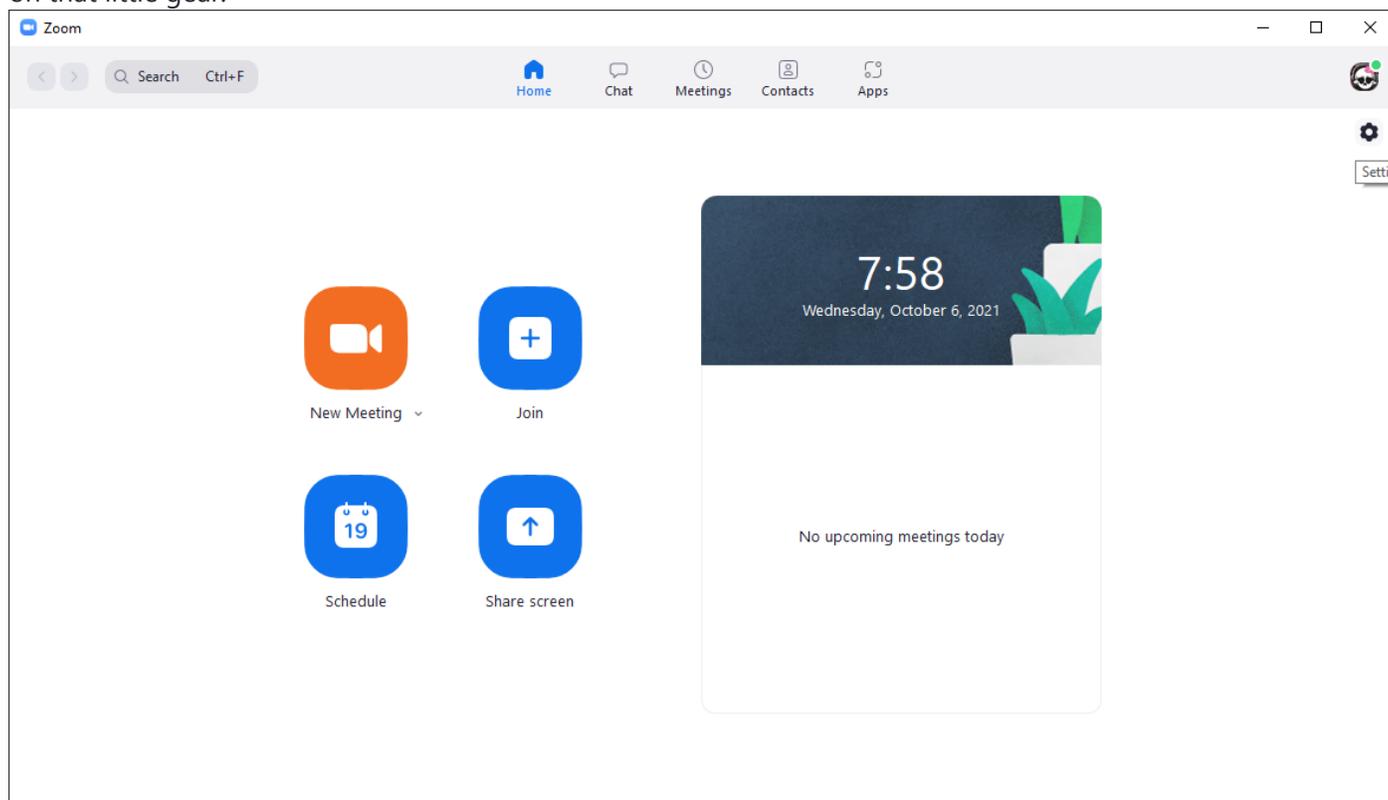
Step By Step Zoom Instructions for Audio and Video

Ok. Due to my last email about zoom, some people are emailing me asking how to get to the settings for Zoom and what to change. Rather than reply privately, I've composed as comprehensive a GUIDE as I can to walk you through it. I'm sending it out to everyone and will put a copy of it in the GroupsIO FILES section for future reference. I hope I got it all right and didn't miss anything. I've done my best.

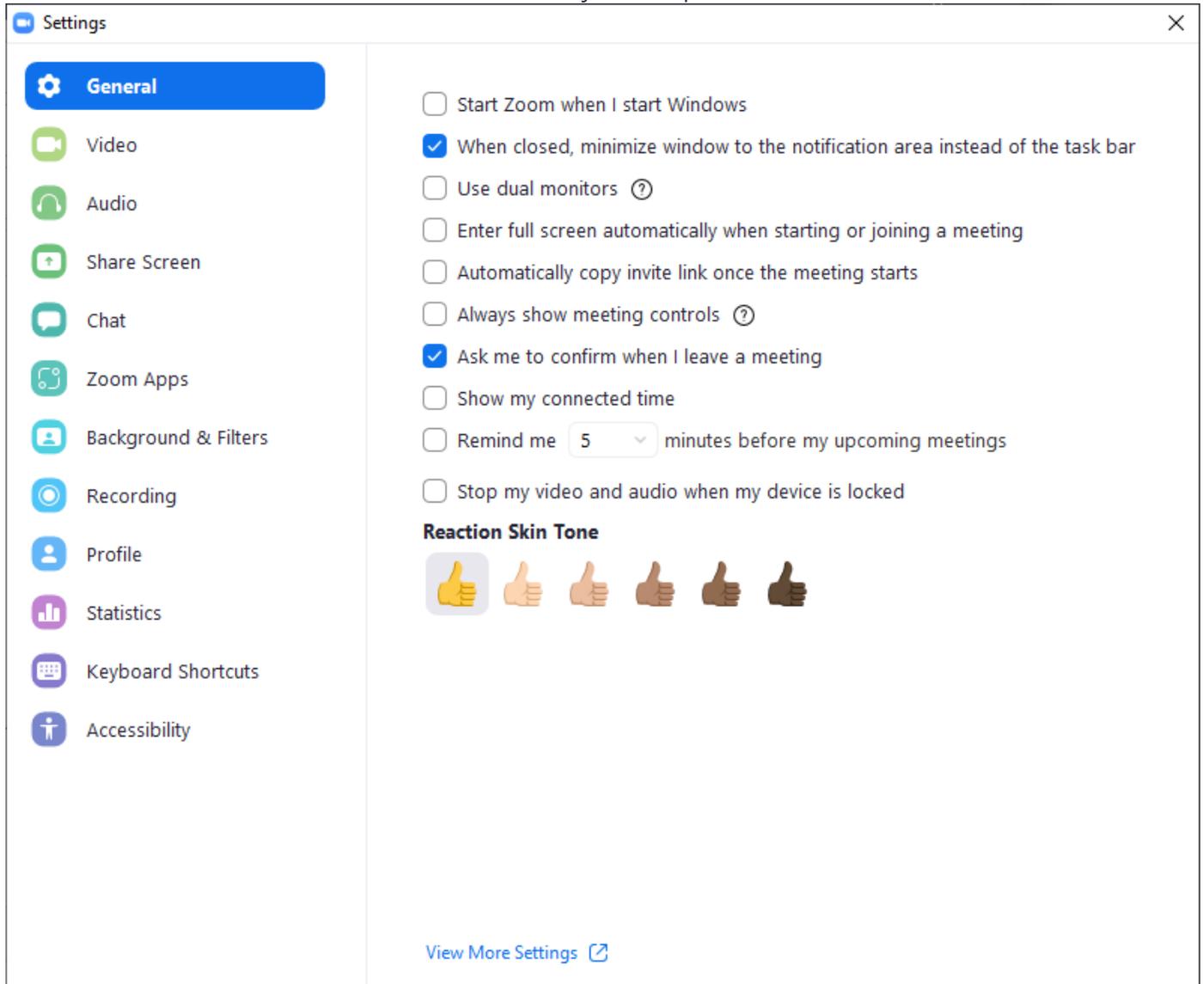
Remember, the best way to get your zoom settings right is to attend the INTRO class from Dave, VK5PL. He does it every week and if you are having trouble with zoom, he can step you through it and get it done right.

In lieu of that, and for those that cannot make his class, here, to the best of my ability, is HOW to access your settings and what to change so that your settings will work in the zoom rooms and we can all have the best zoom experience.

1) Below is an image of the windows ZOOM app, when it first opens in Windows. Notice the little GEAR in the upper right hand corner, just under the IMAGE that you use for yourself (in my case, my little radio girl skull) click on that little gear:



Below is the screen that opens when you click that gear. The left hand side of the screen is a MENU (navigation) and the right side are all settings that you can change. Be sure to CHECK what I have checked and UNCHECK the ones that I DON'T have checked. The UNCHECKING is just as important as what to check.



The main settings we want to check on are for AUDIO and VIDEO. So click on VIDEO from the list of settings on the far left and below is an image of what opens: These are the settings to check **OR UNCHECK: For your video settings, you want to be sure that "HD" (listed just under the camera selection) is NOT checked, as it shows on mine.**

Settings

- General
- Video**
- Audio
- Share Screen
- Chat
- Zoom Apps
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Camera

c922 Pro Stream Webcam

Original ratio HD

My Video

Mirror my video

Touch up my appearance

Adjust for low light

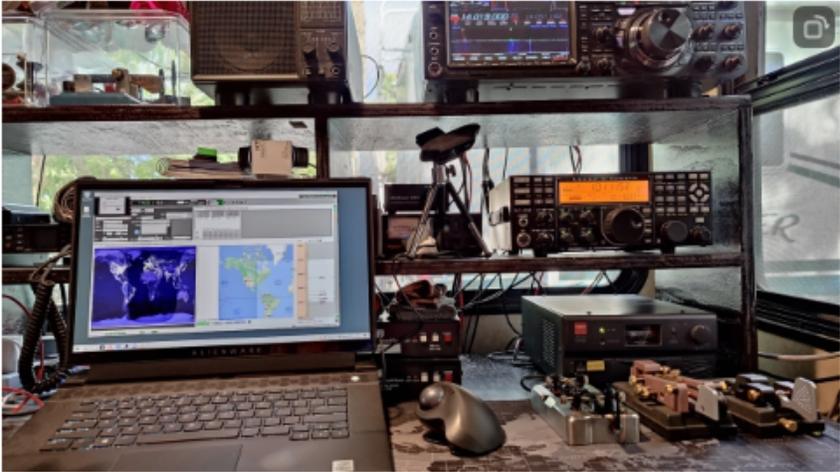
Always display participant names on their video

Advanced

And if you scroll down the video settings page a bit more, the below image shows more settings. You can check to see everyone (up to 49 participants) and TURN OFF VIDEO WHEN JOINING MEETING is always good, so you can settle in before activating your camera. That makes it less distracting for the class.

Settings
✕

- ⚙️ General
- 📺 Video
- 🎧 Audio
- 📺 Share Screen
- 💬 Chat
- 📺 Zoom Apps
- 👤 Background & Filters
- 📺 Recording
- 👤 Profile
- 📊 Statistics
- 📺 Keyboard Shortcuts
- ♿ Accessibility



Adjust for low light

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants
- See myself as the active speaker while speaking

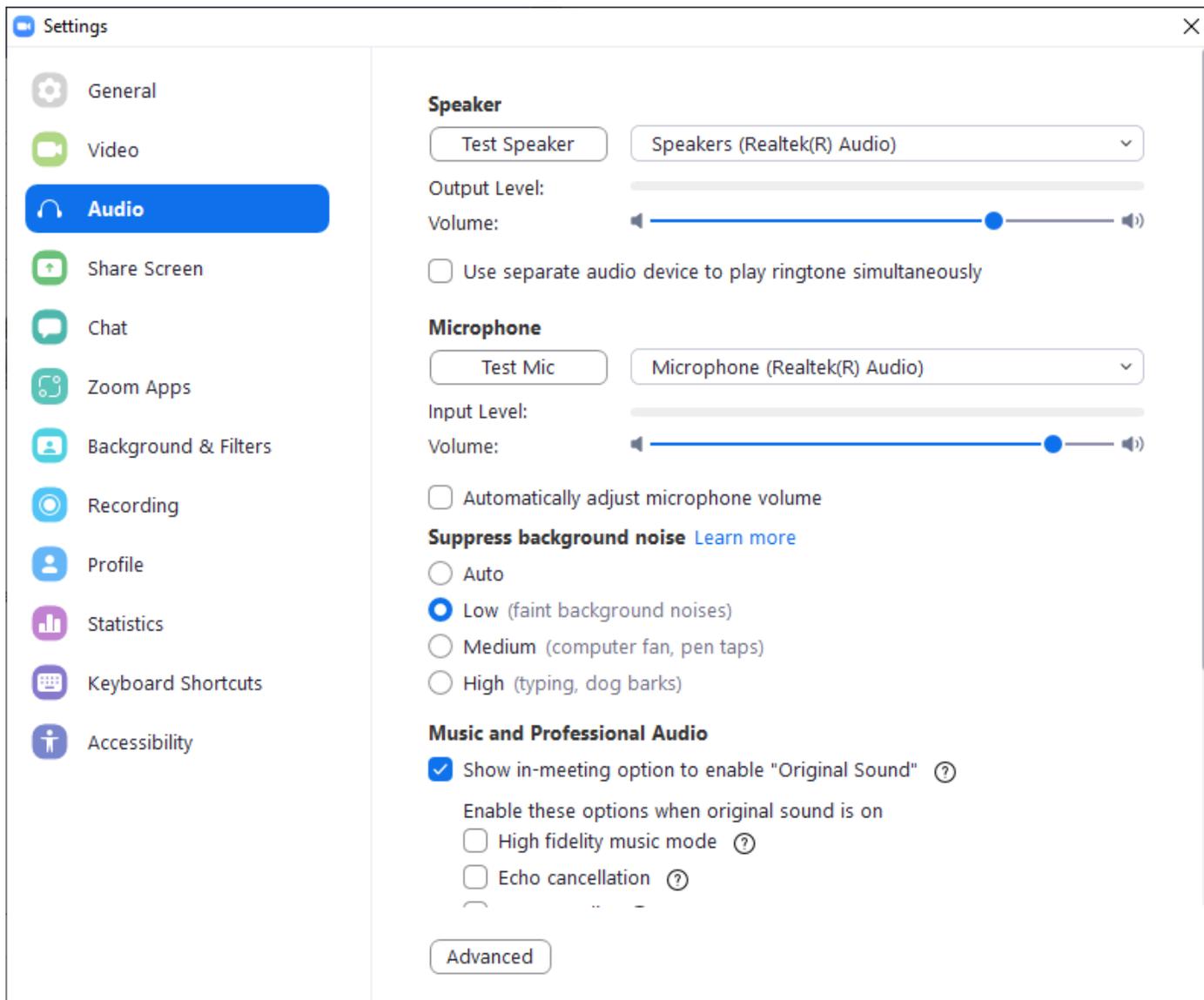
Maximum participants displayed per screen in Gallery View:

25 participants 49 participants

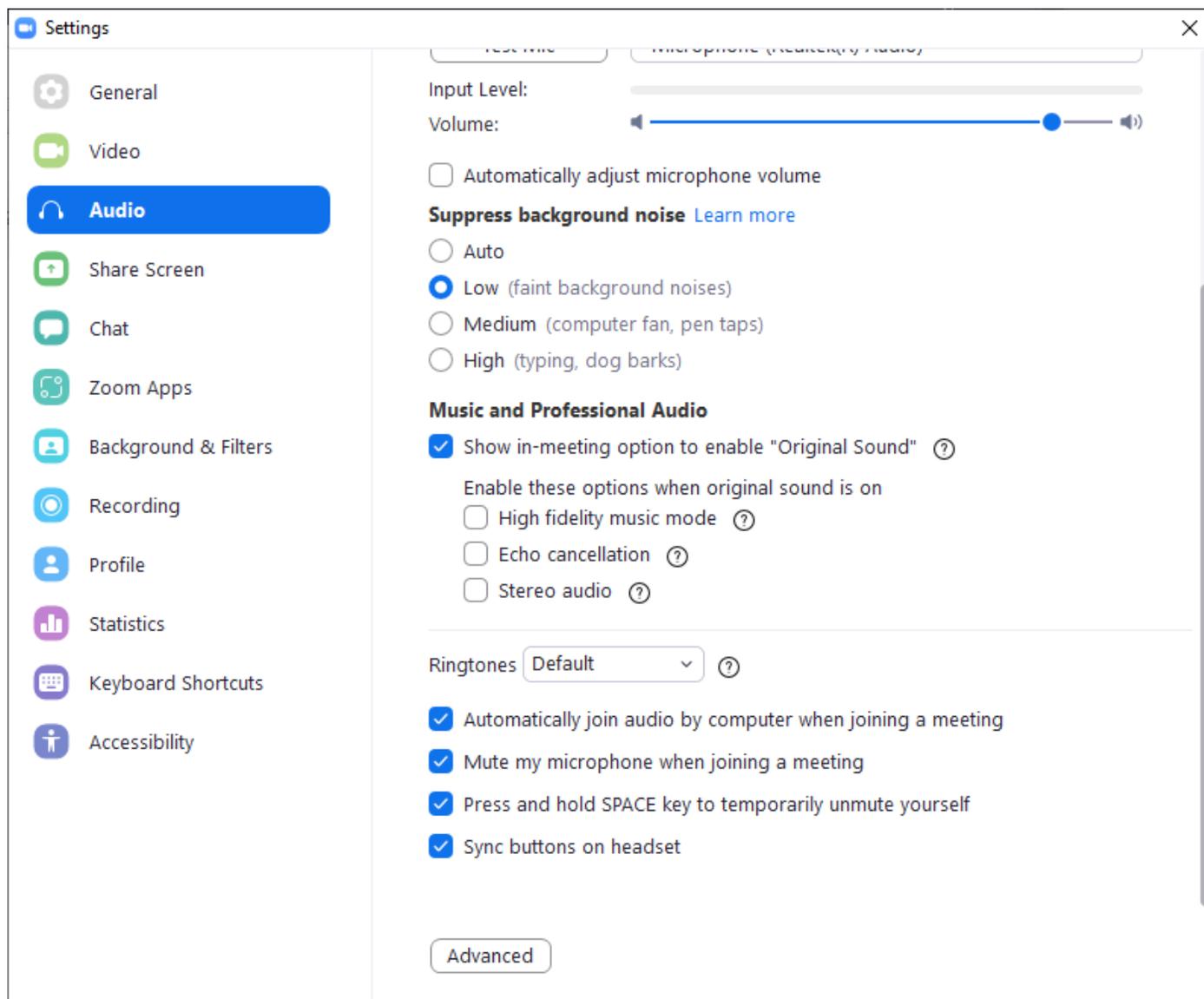
Did not see any video, [trouble shooting](#)

Advanced

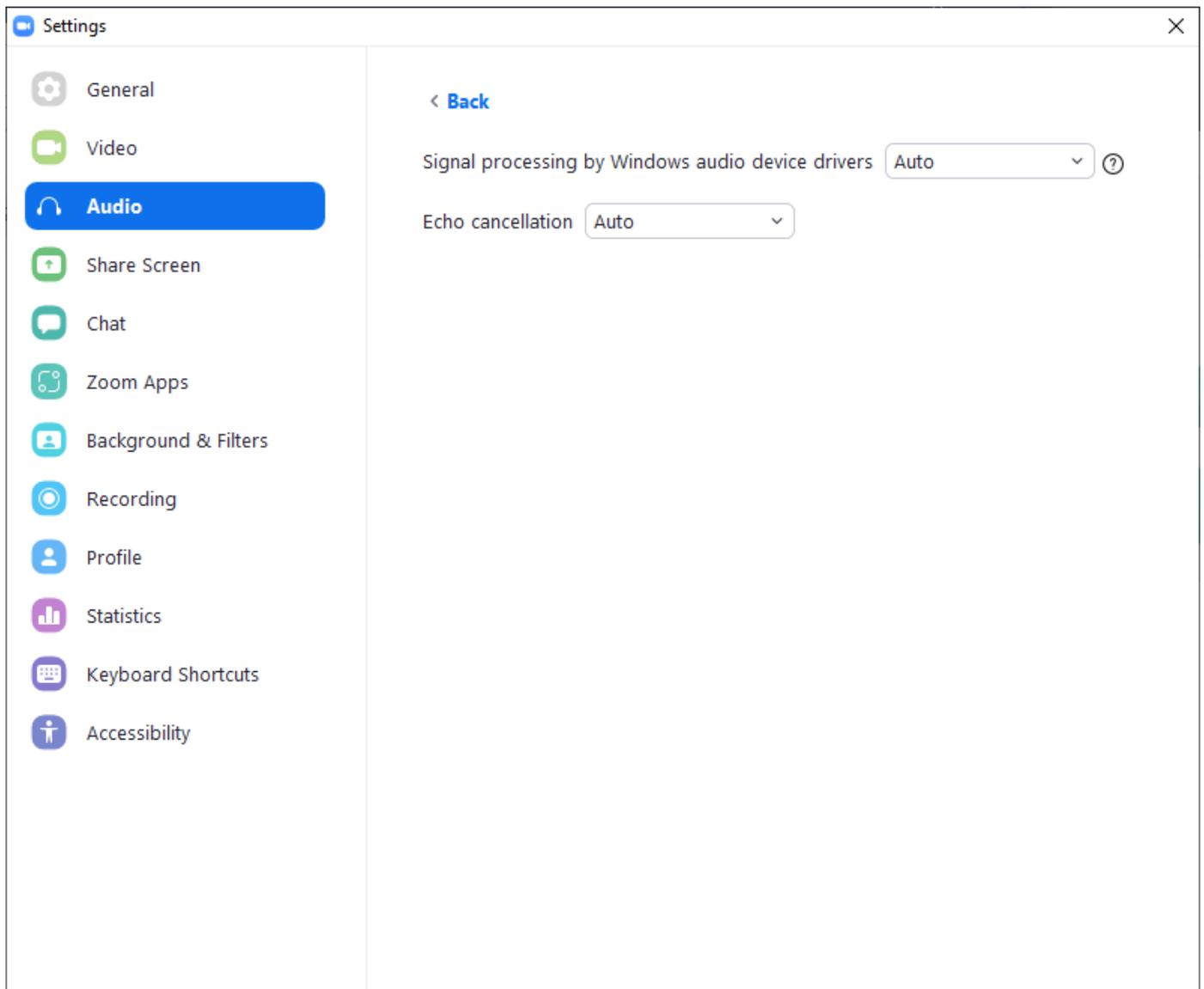
Next are the MOST IMPORTANT SETTINGS for AUDIO!! Click on AUDIO from the far left navigation pane (shown below). Below is the screen that opens when you click AUDIO. Notice that we **MUST set the SUPPRESS BACKGROUND NOISE to LOW!!** That's the most important setting!!! You can also check to "show in-meeting option to enable original sound". For some people, you'll need to enable original sound and IF that need arises, this setting will allow you to do that. Unless someone tells you that you are having audio trouble, you shouldn't need to activate ORIGINAL SOUND in the meeting.



Below is the balance of that window, if you scroll down the AUDIO page. IMPORTANT here, underneath where it says RINGTONES, be sure to check at least the first three boxes. These allow you to join audio, but **MUTE you when joining so you don't disturb the class** or everyone hears you settling in. It also adds the ability to use the space bar to temporarily unmute yourself (press and HOLD to talk, then let go). But that feature only works if the ZOOM screen is your ACTIVE window. If you just clicked on your email nearby, then zoom is not "active" and clicking the spacebar will not allow you to talk.



Next, click on the ADVANCED button at the very bottom of the audio settings page and see this page pictured below: **IMPORTANT: Be sure both Signal Processing and Echo Cancellation are set to AUTO.**



Those are all the settings I know to change in ZOOM to make a better experience for everyone and this is the step by step on how to access it and get there. Also, be aware you can access these SAME settings while IN A ZOOM MEETING, by clicking on the MICROPHONE or CAMERA "Caret". A Caret looks like this: ^) shown below: They are in the lower left hand corner of the open ZOOM MEETING app. Click the caret ^ then choose the LAST item in the pop up: either AUDIO SETTINGS or VIDEO SETTINGS. The screens that come up will look just like the screenshots I showed you above.

Zoom Meeting

Original Sound: Off



Select a Camera (Alt+N to switch)

- c922 Pro Stream Webcam
- ✓ c922 Pro Stream Webcam
- Snap Camera
- Integrated Webcam
- OBS Virtual Camera

Choose Virtual Background...

Choose Video Filter...

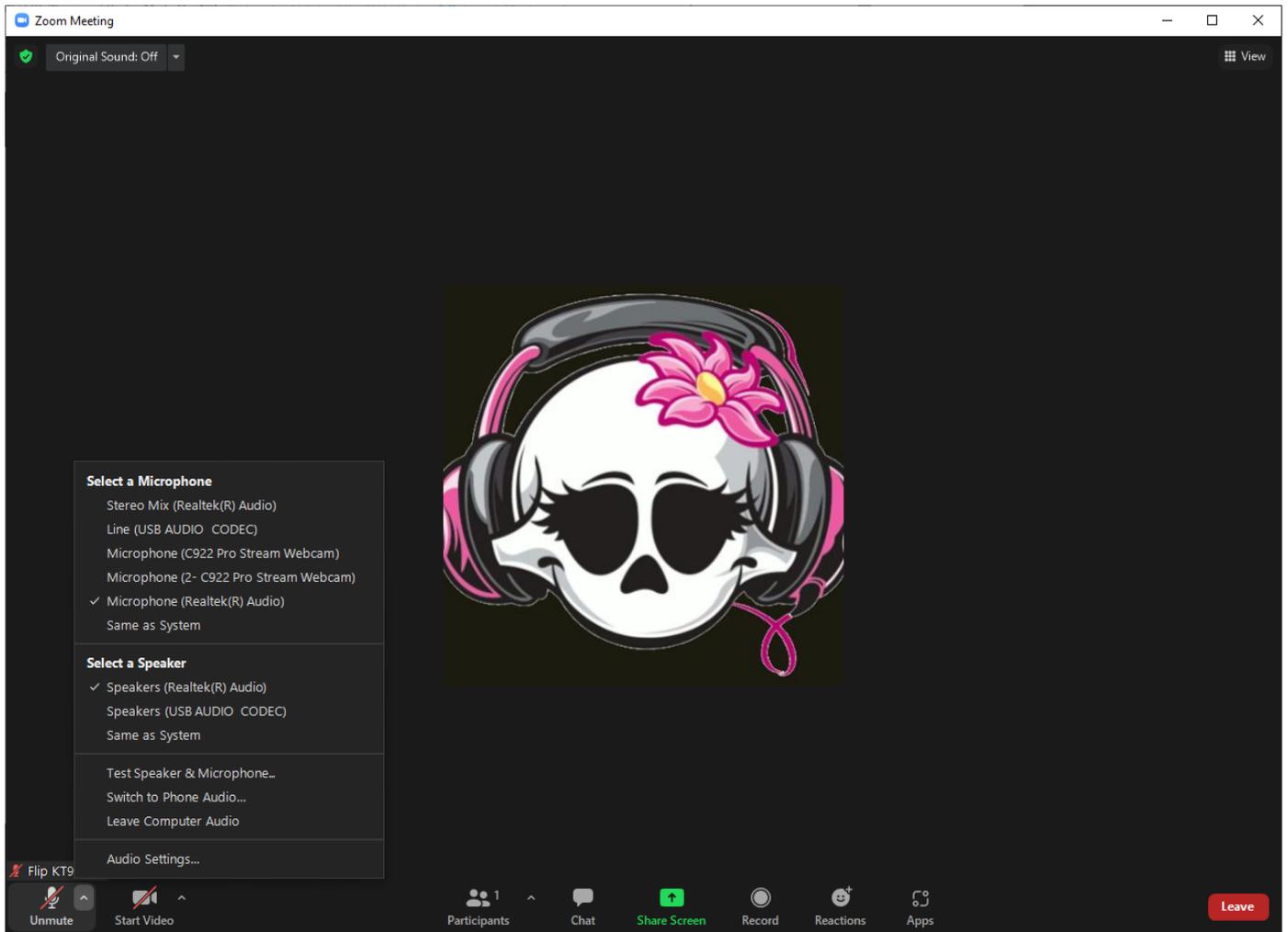
Video Settings...

Flip KT9X NV

Unmute Start Video

Participants 1 Chat Share Screen Record Reactions Apps

Leave



I realize my examples are all for windows. That's the only OS I use. So if you need help with another platform or device, you'll have to ask someone else who has it. I know on iPhones and Androids you need to access MOST of these settings BEFORE you connect. Once connected, there are only a few settings accessible. Even if you have a different operating system or device, you are still looking for similar settings and the wording for them is much the same -- you just have to search for them.

Thank you very much for getting all of your settings right for Zoom. It will help us all!

AND, please, please don't forget that Dave, VK5PL, has his INTRO class every week and if you are having trouble figuring this out, he can step you through it and get it done.

73 de KT9X, Flip 🤖👉

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