



# ZOOM REAL-TIME LESSON – USE OF ZOOM (2020-21) (STUDENTS GUIDELINE)



CCC Chuen Yuen College

# What is Video Conference?

Video Conferencing is the technology that

- allows two or more people at different locations
- to communicate with video and audio transmissions
- at real-time



# 1 .HARDWARE NEEDED



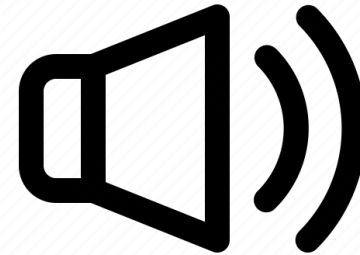
# Hardware needed

## Hardware Required for Video Conferencing

- Computer
- Web Cam / Digital Camera
- Monitor
- Microphone
- Speaker
- Network Connection

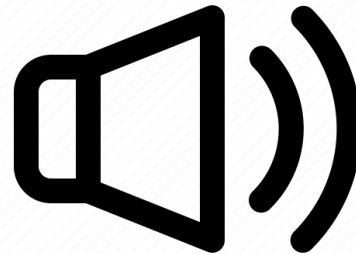
# Desktop computer

- Check to see if you have web cam / microphone / speaker
- Microphone and speaker can be replaced by headset



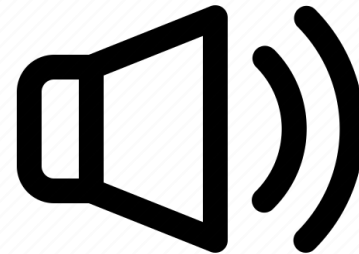
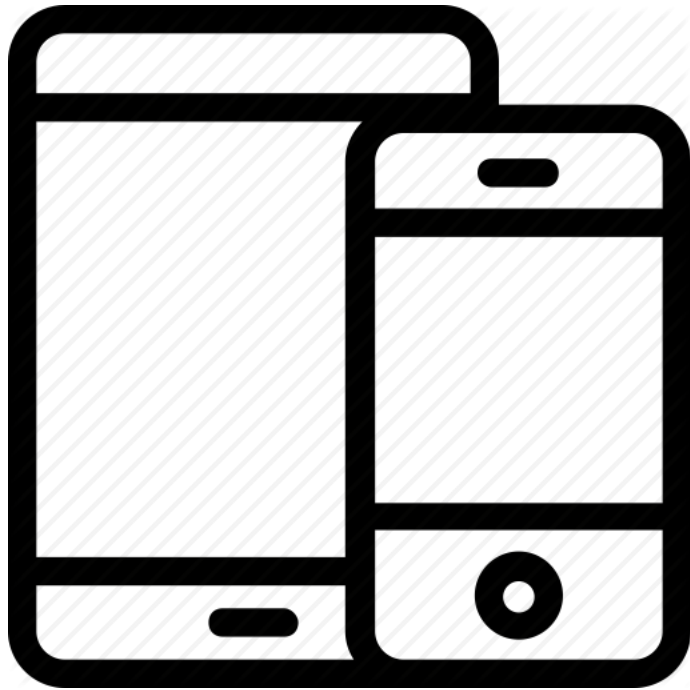
# Notebook computer

- Should have built-in microphone / web cam / speaker



# Tablet / Smart phone

- Should have built-in microphone / web cam / speaker



# Equipment of Video Conference

- A desktop or notebook computer (Windows, MAC) / Smart phone (iOS, Android) / Tablet (iPad, Surface etc) with Internet Connection
- With microphone and speaker OR headset
- If you do not have microphone,
  - Use the microphone of mobile phone
  - So use both desktop computer and mobile phone to login



# **2. INSTALLATION OF SOFTWARE**

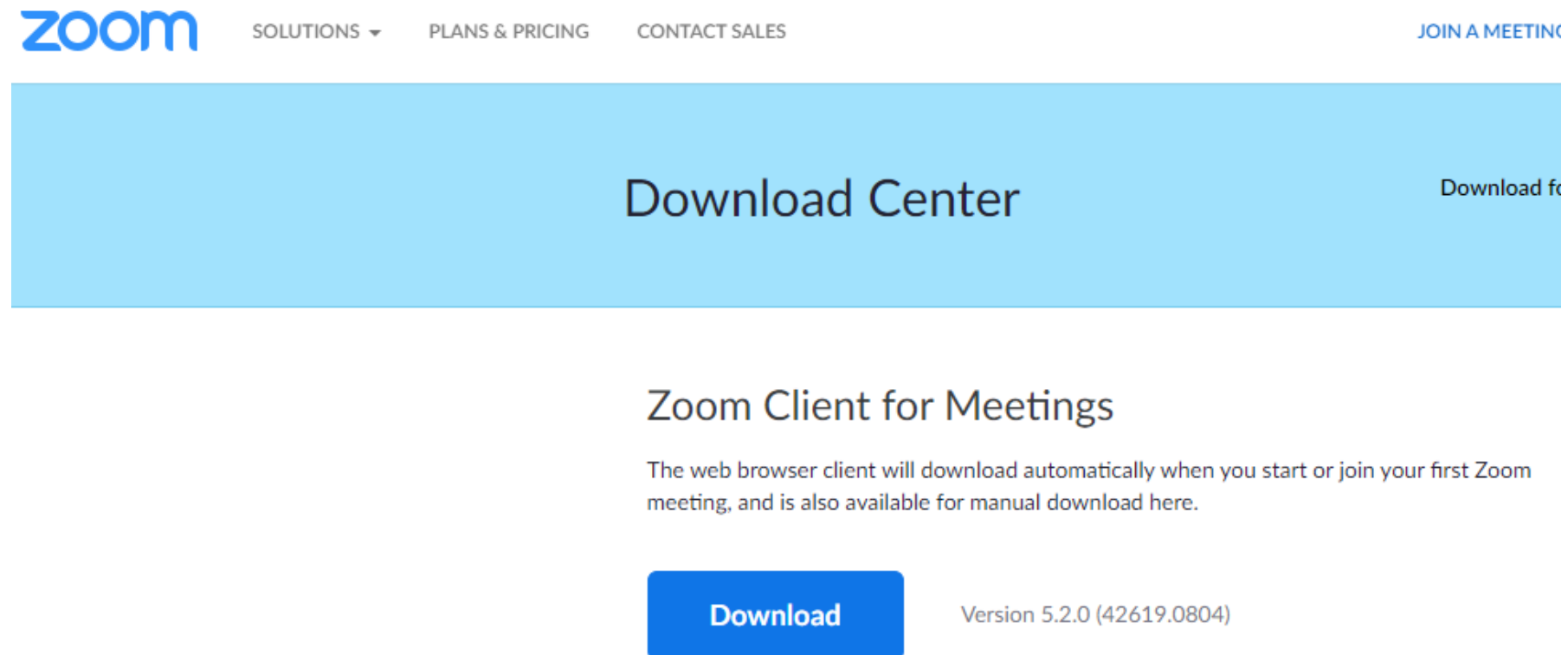


# Zoom Cloud Meeting

- Desktop or notebook computer

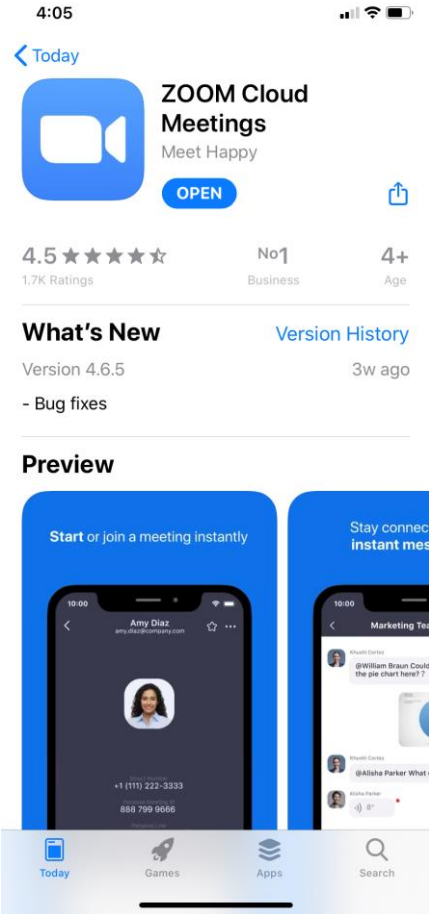
Download "Zoom Client for Meetings"

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)



The screenshot shows the Zoom website's Download Center. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS (with a dropdown arrow), PLANS & PRICING, and CONTACT SALES. On the far right is a link for JOIN A MEETING. Below the navigation is a light blue banner with the text "Download Center" in the center and "Download for" on the right. Underneath the banner, the heading "Zoom Client for Meetings" is displayed. Below the heading is a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." At the bottom, there is a blue "Download" button and the text "Version 5.2.0 (42619.0804)".

# Search “Zoom Cloud Meeting” in App Store or Play Store



iPhone / iPad



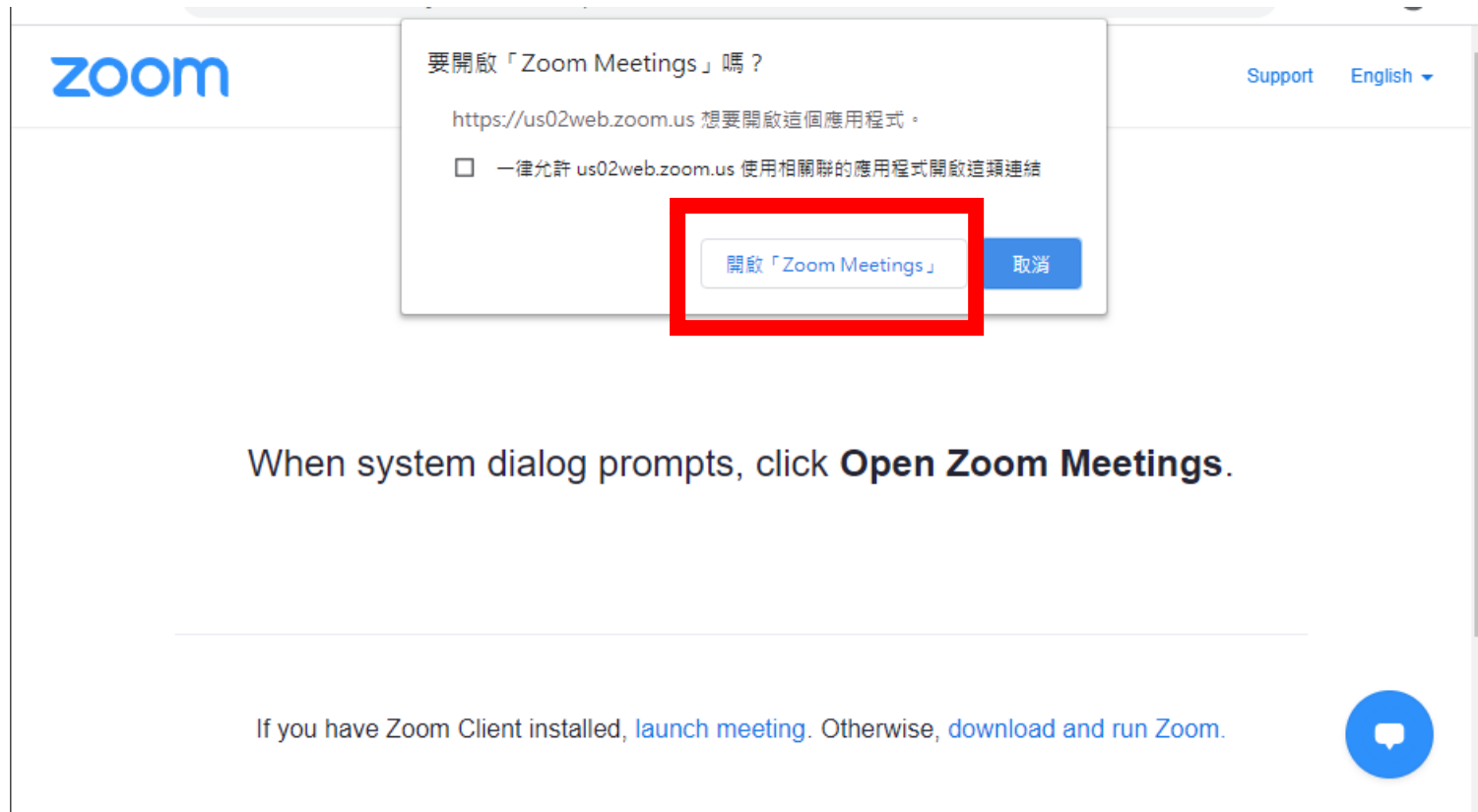
Android

# 3. USE OF ZOOM



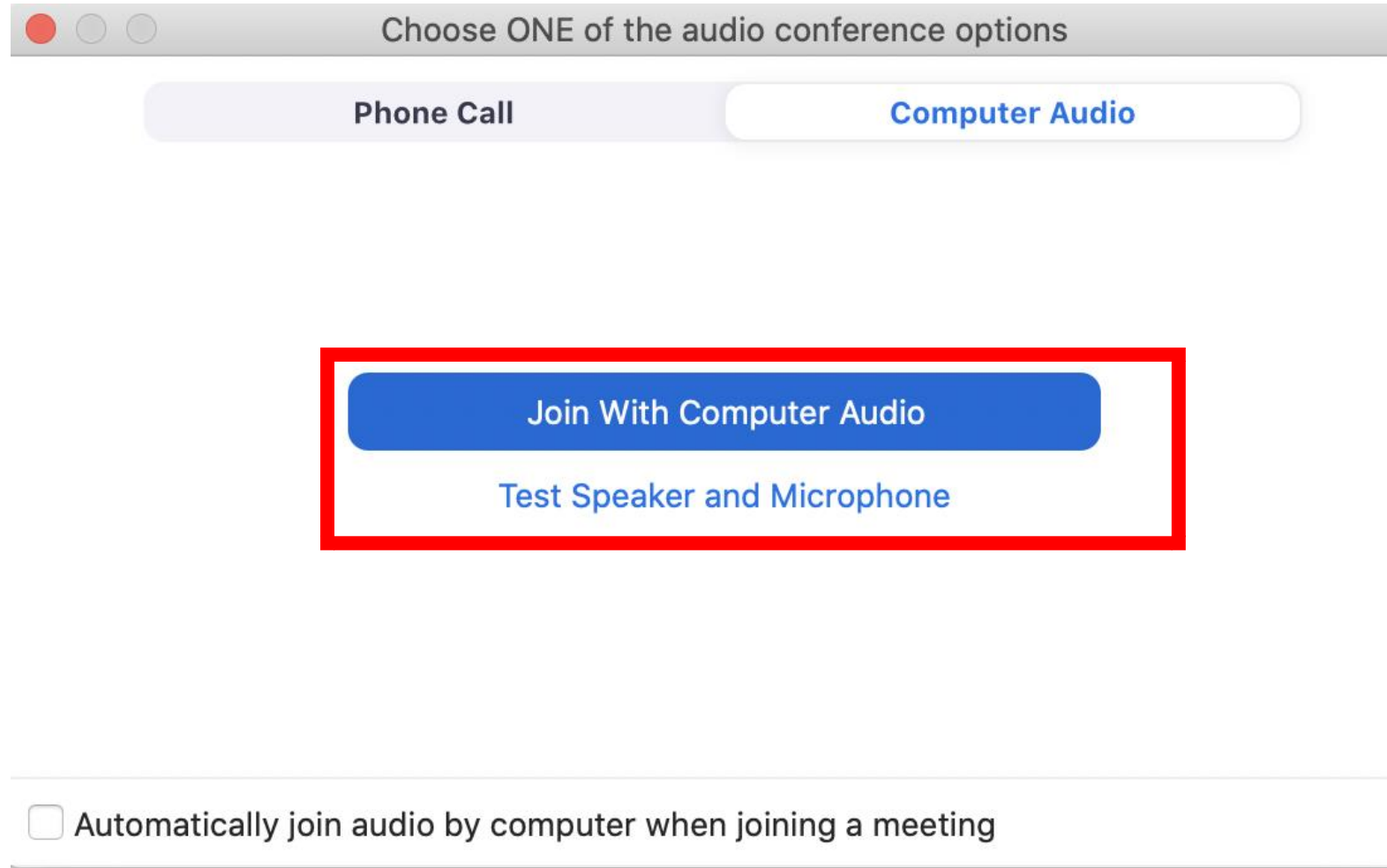
# How to join meeting? (Desktop / Notebook)

- Click the link in Zoom Timetable provided in eClass Intranet
- Open Zoom website first, then redirect to Zoom.



# 按「使用電腦音頻加入」

## Click Use “Join with Computer Audio”



Choose ONE of the audio conference options

Phone Call      Computer Audio

Join With Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

The image shows a user interface for selecting audio options. At the top, a grey header bar contains the text "Choose ONE of the audio conference options". Below this are two rounded rectangular buttons: "Phone Call" on the left and "Computer Audio" on the right. The "Computer Audio" button is highlighted with a blue background. Below these buttons is a red-bordered box containing a blue button labeled "Join With Computer Audio" and a link labeled "Test Speaker and Microphone". At the bottom of the interface, there is a checkbox labeled "Automatically join audio by computer when joining a meeting".

# Please allow camera and microphone to be accessed by Zoom.



允許「Zoom」拍照或錄製視訊嗎？

拒絕

允許



允許「Zoom」錄製聲音嗎？

拒絕

允許

若同學按『加入會議』，需要輸入正確會議 ID

If you clicks Join, input correct meeting ID.

輸入班別、班號及英文全名作為您的姓名

Please input Class, Class No. and your English full name.



新會議 ▾



加入



安排



共享螢幕 ▾

Zoom

加入會議

輸入會議ID或個人連結名稱 ▾

您的姓名

1A (45) Chan Tai Man

在以後的會議中使用當前名字

不自動接入音頻

保持視訊關閉

加入會議 取消

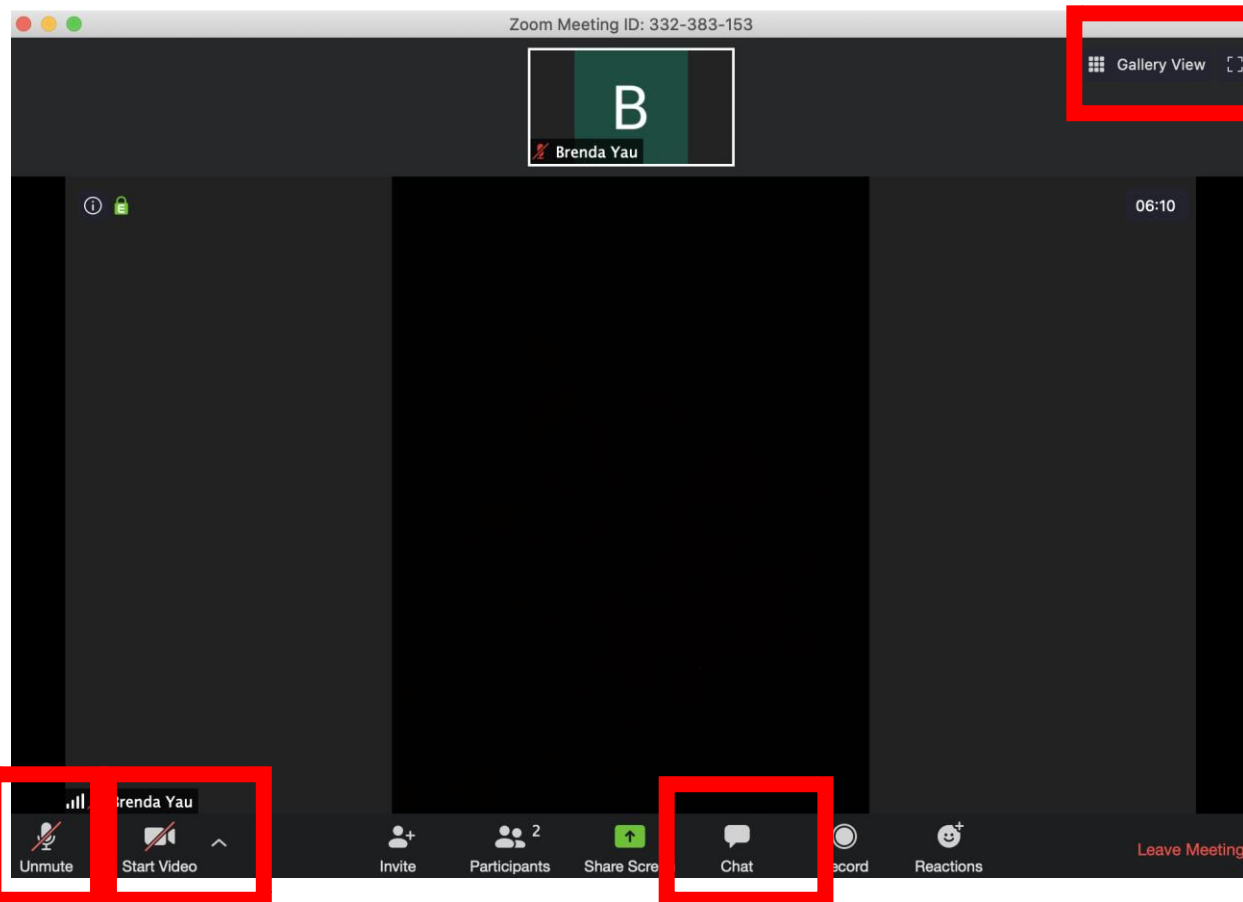




# How to join meeting? (MOBILE DEVICE)

- Click the link in Zoom Timetable.
- The link will launch Zoom.
- Click “ Call using Internet Audio”
- Then join the meeting successfully.

版面 LAYOUT  
(DESKTOP)



圖庫檢視  
Gallery View  
/  
全螢幕  
Full Screen

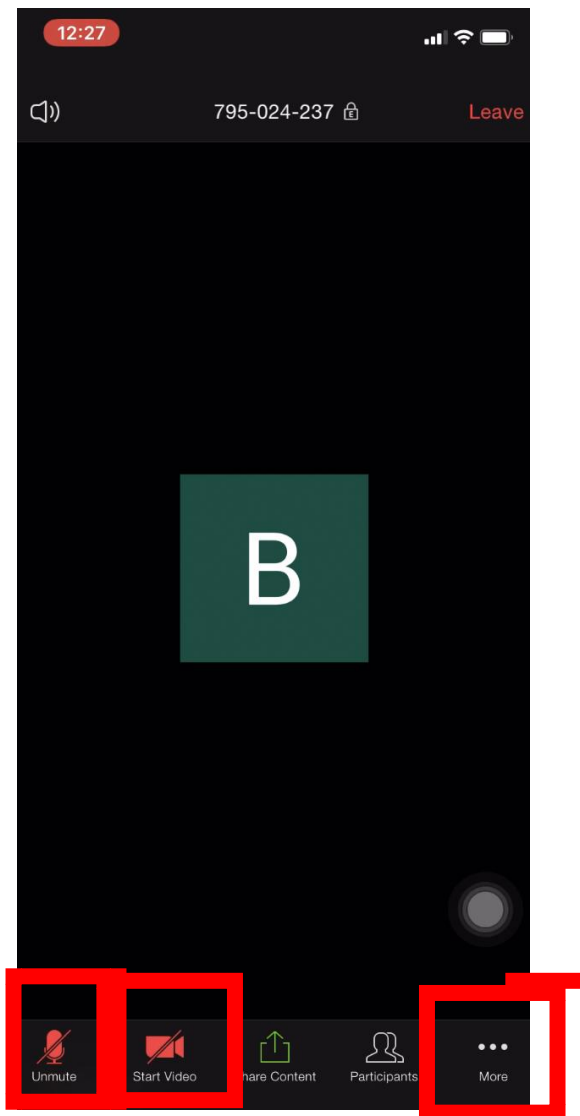
開咪/靜音  
Mic on/off

開鏡頭/  
關鏡頭  
Camera On/  
Off

聊天室  
Chat Room

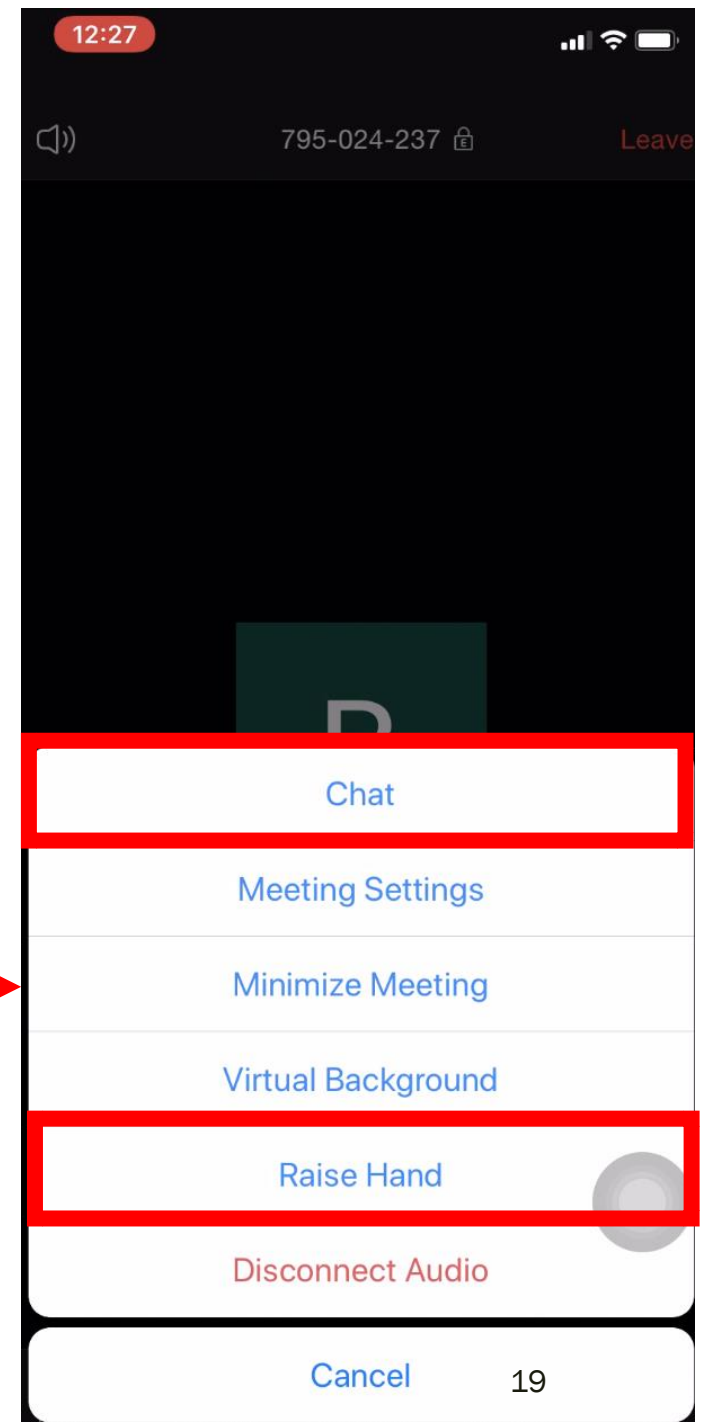
版面  
(手機)  
LAYOUT  
(MOBILE  
DEVICE)

開咪/  
靜音  
Mic  
on/off



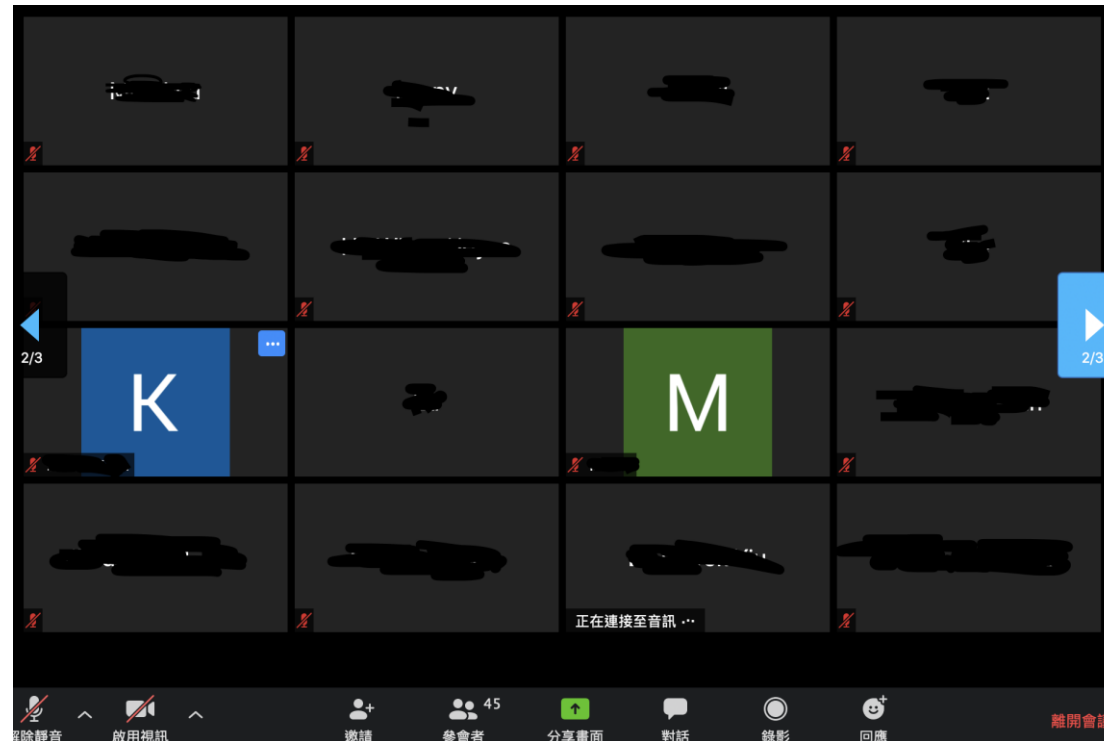
開鏡頭/關鏡頭  
Camera On/Off

Click  
More

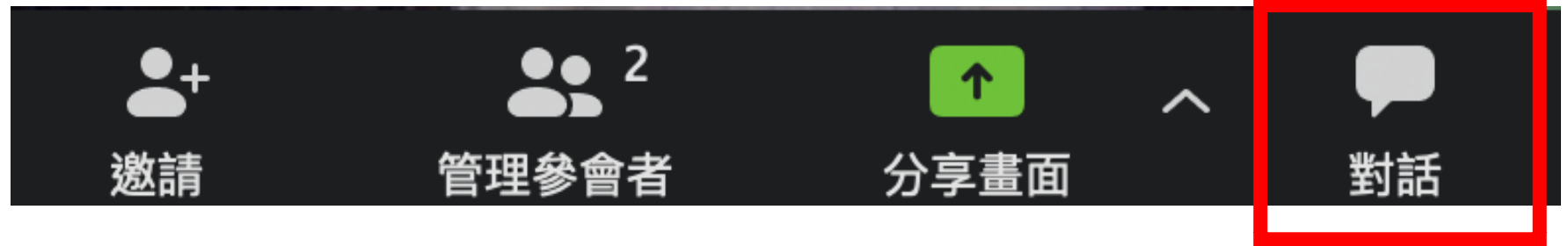


# Use of mute / unmute function.

- If you are not going to talk, mute the microphone.
- If you want to ask/answer question, unmute the microphone first.
- After using the microphone, mute it again.



# 對話 CHAT



## Use of Chat Room:

- Taking attendance  
(e.g. 1A(45) Chan Siu Man)
  - Ask / answer question
  - Send and receive files
- (As instructed by your teachers)

# Ways of communication

- By microphone
- By raising hand
- By chat

# 設定 > 音訊

## Setting > Audio

The screenshot shows the Windows Settings application with the 'Audio' category selected in the left sidebar. The main content area is titled '設定' (Settings) and is divided into two sections: '揚聲器' (Speakers) and '麥克風' (Microphone). The '揚聲器' section includes a '檢測揚聲器' (Detect speakers) button, a dropdown menu set to '內建輸出 (內建揚聲器)' (Built-in output (Built-in speakers)), an '輸出等級' (Output level) bar, and an '輸出音量' (Output volume) slider. The '麥克風' section includes a '檢測麥克風' (Detect microphone) button, a dropdown menu set to '內建麥克風 (內建麥克風)' (Built-in microphone (Built-in microphone)), an '輸入等級' (Input level) bar, an '輸入音量' (Input volume) slider, and a checked checkbox for '自動調整麥克風音量' (Automatically adjust microphone volume). At the bottom of the '揚聲器' section, there are three unchecked checkboxes: '使用其他音訊裝置播放鈴聲' (Use other audio device for ringtone), '加入會議時，啟動電腦音訊' (Start computer audio when joining a meeting), and '加入會議時，將麥克風靜音' (Mute microphone when joining a meeting). At the bottom of the '麥克風' section, there is one checked checkbox: '按住空格鍵暫時取消靜音' (Press spacebar to temporarily unmute). A '進階' (Advanced) button is located at the bottom right of the settings area.

■ Can do testing of microphone and speaker

# Remarks:

- If you have any question:
  - Ask your subject teacher or class teacher for assistance
- Wake up early. Sleep early.
- After using computer for a period of time, take a break regularly.

