

Omtropy Zoom Classes

Guidelines

Prepare your technology to connect to the class

Obviously the larger the screen device you can use the better. PCs, tablets and phones can be connected to a TV for best results. Just Google 'connecting a [your device] to a TV' and you will see advice and any adaptors/cables you would need to obtain.

Smart TVs support connection via WIFI. Alternatively you can run an HDMI cable from a laptop PC to the TV or connect an iPad by plugging a 'Lightning to HDMI' adaptor into the main iPad socket, linking a HDMI cable from it to the TV and also plugging power into the adaptor. Change the source eg to the respective HDMI port number on the TV.

Zoom – Set up

We use Zoom to support the video conferencing. There are two ways to access this:

1. Download the app from <https://zoom.us/> for quickest access to the classes:
 - a. Before the meeting load Zoom;
 - b. Click on 'Join a meeting'
 - c. Enter the meeting ID
 - d. Click Join
2. Click on the link:
 - a. Click on the link included in the class invite (see below)

Zoom – Accessing classes

We will send out a booking confirmation email to all booked participants in the class 30 minutes before the class start time containing:

- The Meeting ID
- A link to the class

Log on in plenty of time before the meeting. Heather can then open up the class 5 minutes before the start time to check everyone is ready. Please try not to arrive late as it disrupts the others in the class.

Any problems on joining text Tony on 07711 845298. **We will not see emails and our phones will be on silent.**

After clicking on the link or entering the Meeting ID & password and joining:

- You will be taken to a screen saying 'Launching' then a window will pop up
- Click on 'Open Zoom Meetings', you will be placed in a 'virtual waiting room'
- You will see a screen "Please wait, we will admit you just before the class";
- On admission, click on 'Join with Computer Audio'
- On entry you will be unmuted for the introduction

- Class settings (see Device Specific Controls below for device variations on controls):
 - o Set screen to 'Speaker View' and 'Full Screen'
 - o You will be muted for the class.
 - o Your choice as to whether you have your video on or off;
 - o We advise disabling the view of other participants.
- Enjoy your class
- Always click on 'Leave meeting' at the end of the class

Zoom – Accessing problems

Some people have had problems with older operating systems or over-zealous security settings. For example:

- Zoom say the system is compatible back to Windows 7;
- Clicking on the link fails because it is re-directed. Copy the link into the navigation bar of your browser and try again;
- Windows not appearing, caused by having a 'pop-up blocker'. Tell your security system to trust Zoom.

Class Etiquette

- You will be muted for the class. This is necessary because the system will switch screens to anybody making a noise, but you need it to stay on the teacher. If you have a question, please un-mute and raise your hand.
- Your choice as to whether you have your video on or off. If it is on, then Heather can see you and offer advice and guidance (hence why class size is normally limited to 19, as that is as many as Heather can comfortably see on the TV screen;
- We advise disabling the view of other participants to make more space for seeing Heather. If they have disabled video, you will only see a black box anyway;

Device Specific Controls

I've tested Zoom as a participant on the three devices I have to understand the controls. They are all pretty similar in scope, but location varies. For a different device, use this as a guide and experiment.

On a PC:

- Move your cursor on to the screen to see Audio and Video controls in the bottom left corner:
 - o A red line through one of them means they are Off;
 - o Clicking on them will turn them on and off;
- In the top right corner are two switches:
 - o Speaker View/Gallery View. Select 'Speaker View'
 - o Full screen/Exit full screen. Select Full screen
 - o In Speaker View there is a panel with 3 icons above it:

- Hide thumbnail video (this is the one we recommend)
- Show small active speaker video (just shows thumbnail of Heather)
- Show thumbnail video (shows thumbnails of all participants)

On an Android phone:

- Touching the screen you will see controls along the bottom of the screen:
 - Mute/unmute;
 - Start/Stop video
 - Show participants (we recommend uncheck this)
 - More:
 - Clap and thumbs up/Disconnect Audio/Raise Hand
 - Hide Non-video participants (we advise check this)
 - Show Name when Participants join (we recommend uncheck this)
- At the top left is the leave button

On an iPad:

- Touching the screen, you will see controls along the top of the screen:
 - Switch to Gallery view/Switch to speaker view – select Speaker view
 - Join Audio
 - Select 'Call using internet Audio
 - Changes to mute/unmute;
- Start/Stop video
- Show participants
- More:
 - Meeting settings, your choice but we'd recommend:
 - Always show meeting controls - Uncheck
 - Touch up my appearance – optional 😊
 - Closed captioning – uncheck;
 - Show names when participants join – uncheck
 - Show non-video participants - uncheck
 - Minimise meeting/Raise Hand/Disconnect Audio
 - In the bottom left is the mute/unmute button