
The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

Manual for panelists

JCS2022 JCS2022 JCS2022 JCS2022 JCS2022 JCS2022 JCS2022

<STEP1> Please download Zoom application for PC

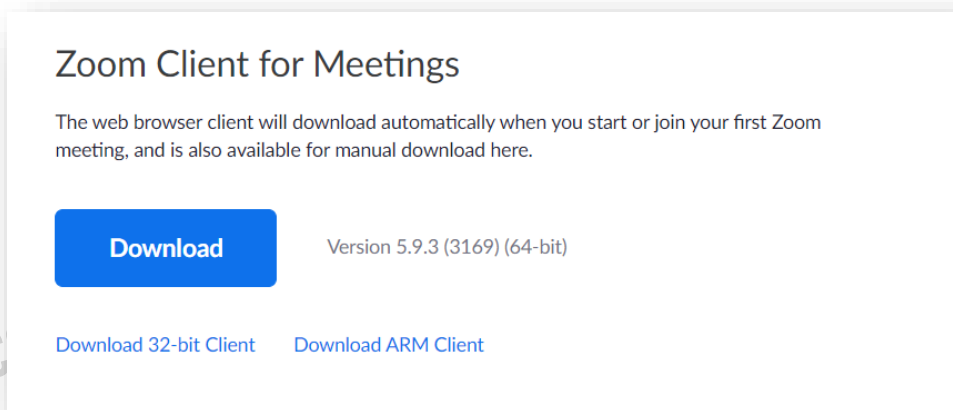
※If you want to join from web browser please move on to (STEP5)

Download Client App

①App installer is available from zoom official web page
Please click the link ▶ (<https://zoom.us/>)



②Please select meeting client to download app



※Please be sure to install the latest version

Supported system

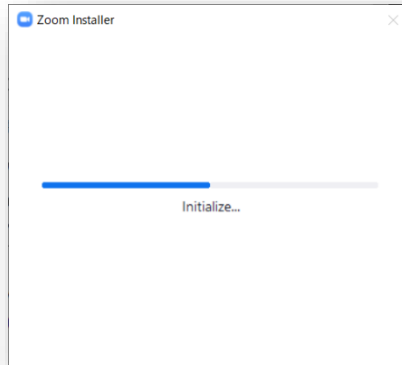
Mac OS X powered by later than MacOS 10.7	Red Hat Enterprise Linux 6.4 or later
Windows 7/9/8.1/10	Oracle Linux 6.4 or later
Windows Vista powered by later than SP1	CentOS 6.4 or later
Windows XP powered by later than SP3	Fedora 21 or later
Ubuntu 12.04 or later	OpenSUSE 13.2 or later
Mint 17.1 or later	ArchLinux (64bit only)

<STEP2> Please download Zoom application for PC

※If you want to join from web browser please move on to (STEP5)

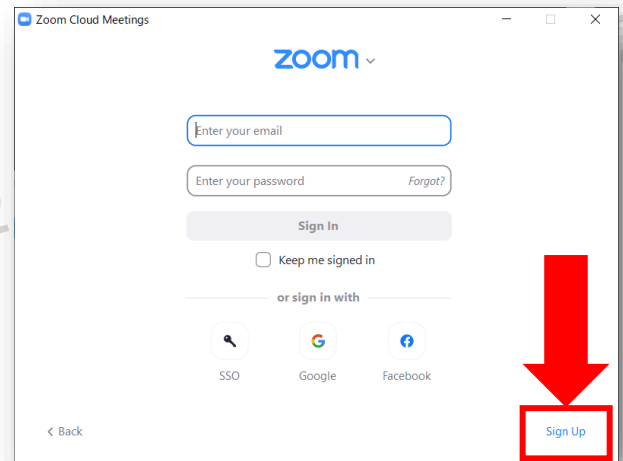
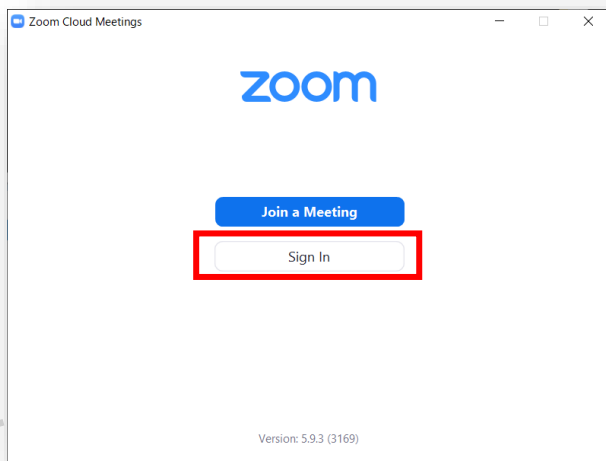
Download Client App

①Launch the downloaded installer to start installing. This dose not take much time.



②Select sign in (Optional)

③Register your email address with free sign-up

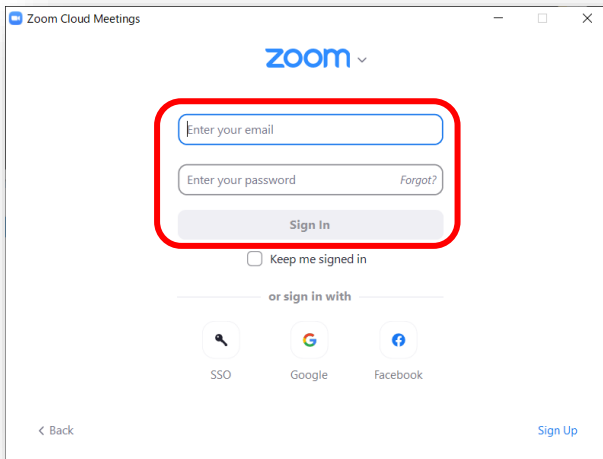


④A confirmation email will be sent to the email address you entered. Click "Active Account"

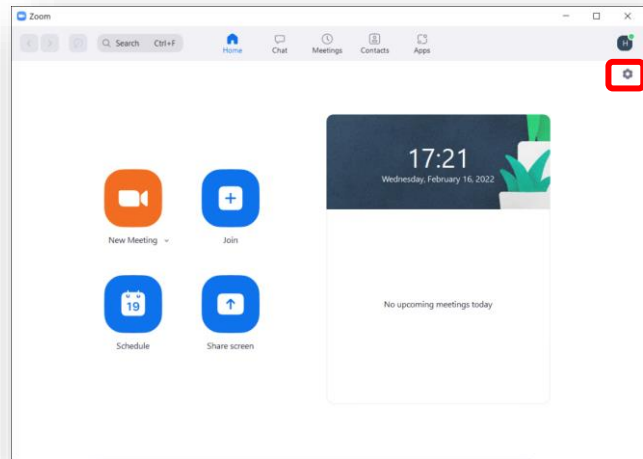
<STEP3> Before entering the Zoom Meeting

Please sign in to the Zoom and test your camera and audio devices

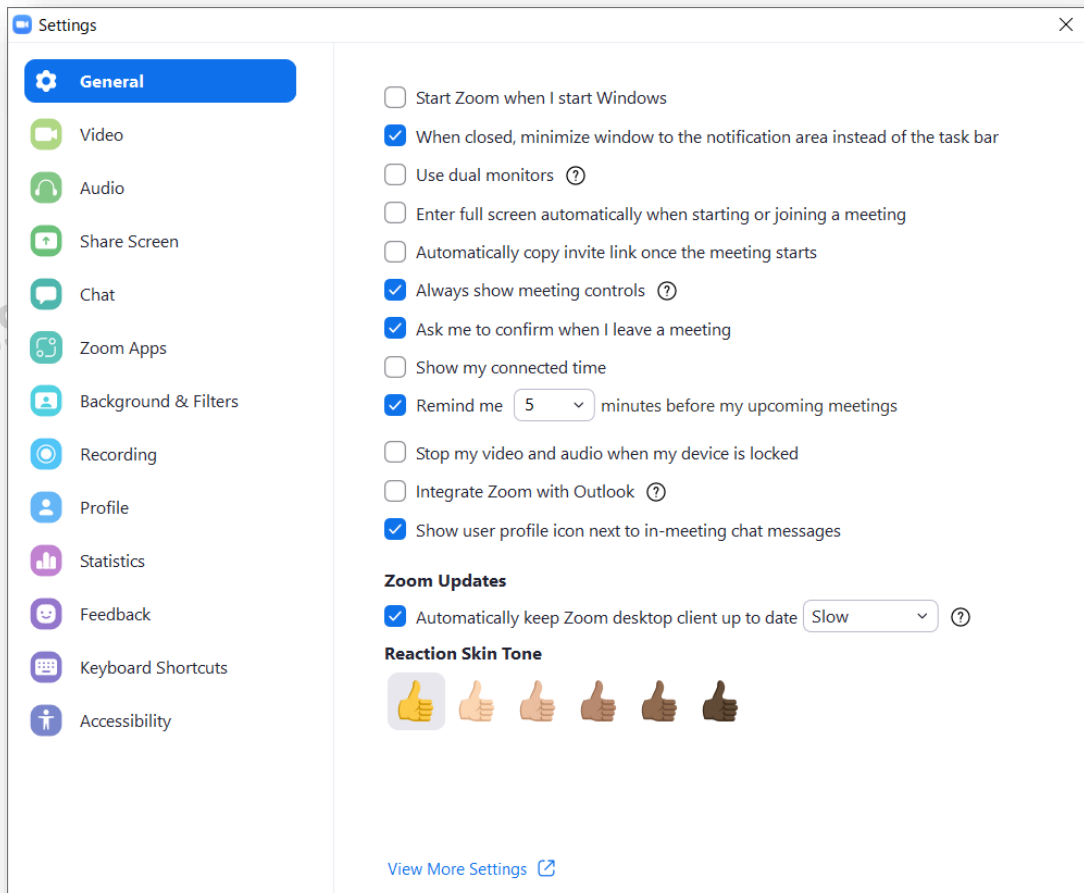
① Sign in to the ZOOM app



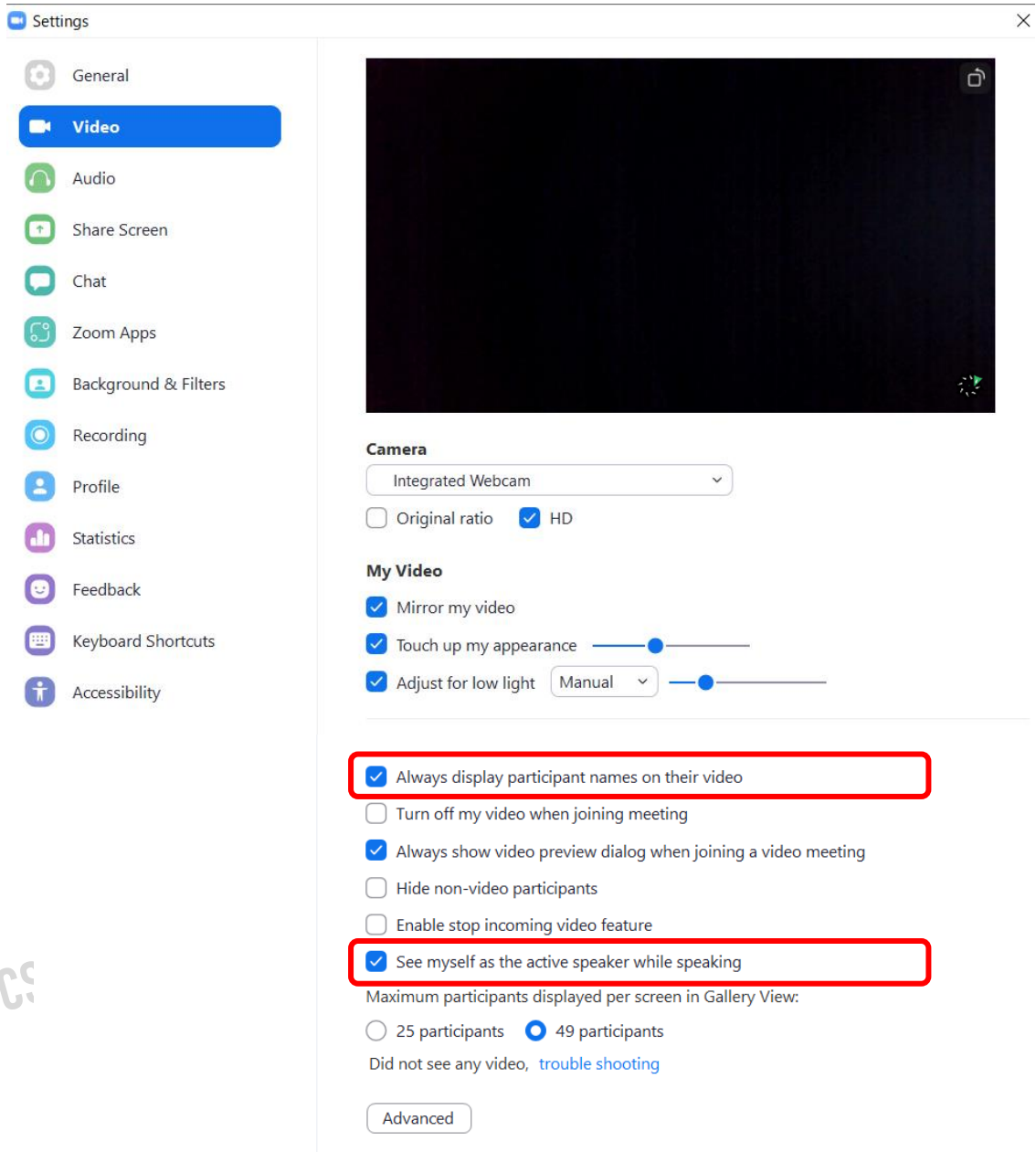
② Click setting



③ click General setting



④Set video device



Settings

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

Camera

Integrated Webcam

Original ratio HD

My Video

Mirror my video

Touch up my appearance

Adjust for low light Manual

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

Enable stop incoming video feature

See myself as the active speaker while speaking

Maximum participants displayed per screen in Gallery View:

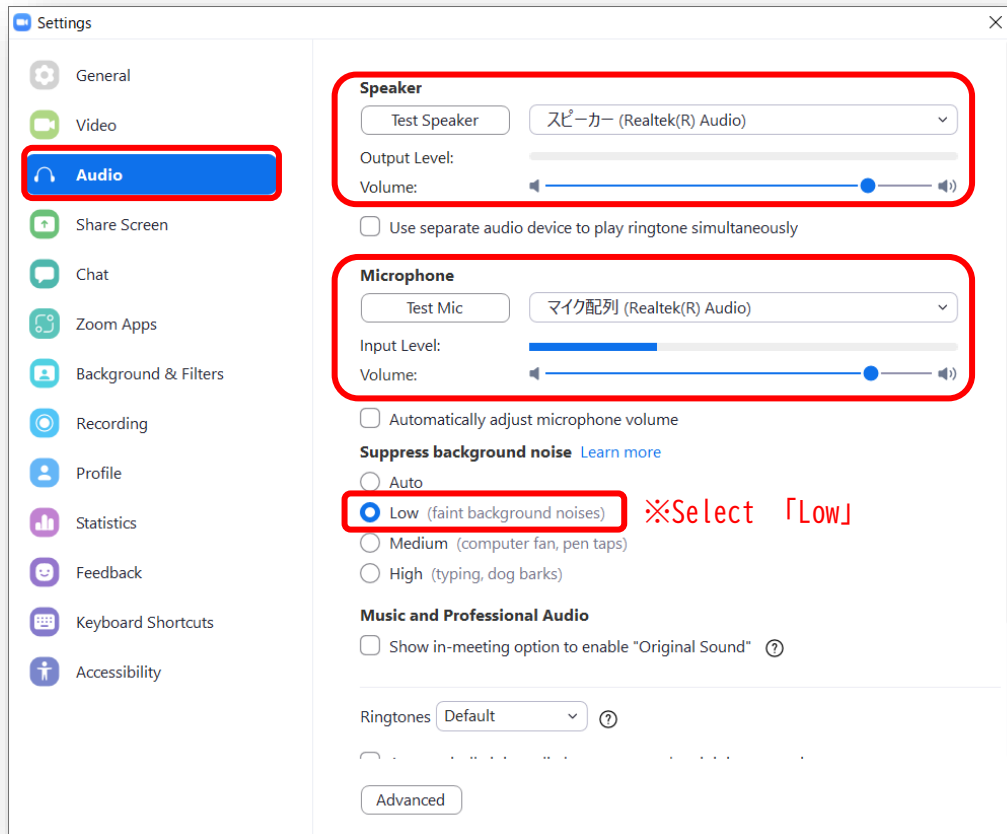
25 participants 49 participants

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

Advanced

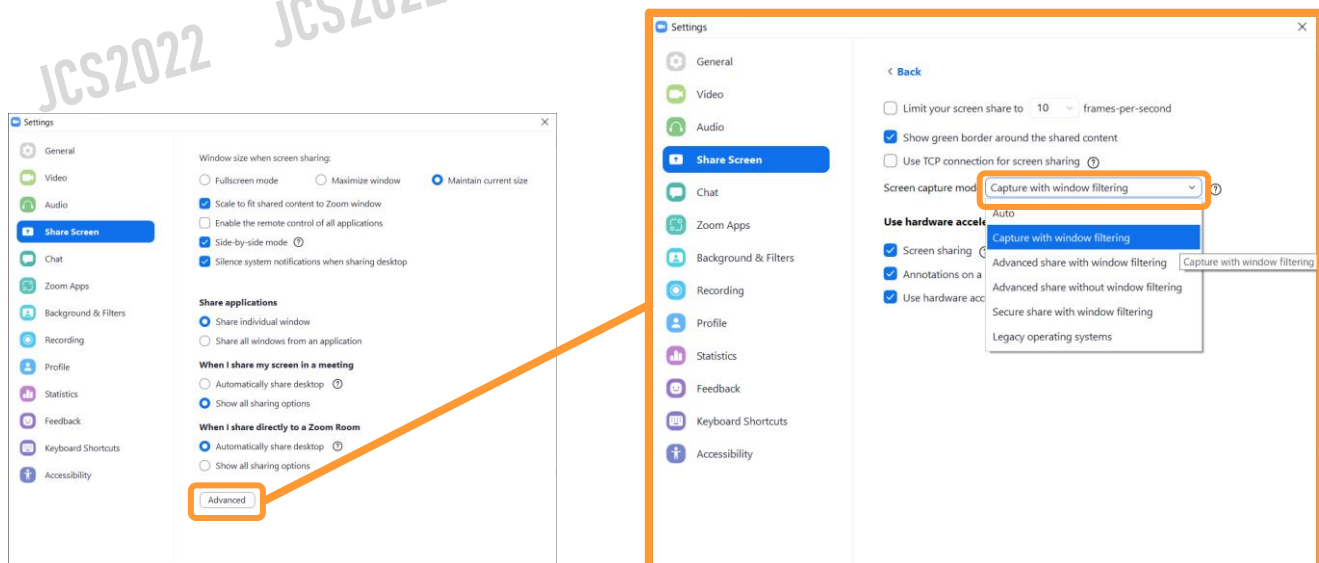
* If you are using an external WEB camera, please select from the cameras and change.

⑤Set audio device



※Test if you can hear the sound normally with "Test Speaker"
Please test if you can hear your voice normally with "Microphone test"

⑤Check share screen setting



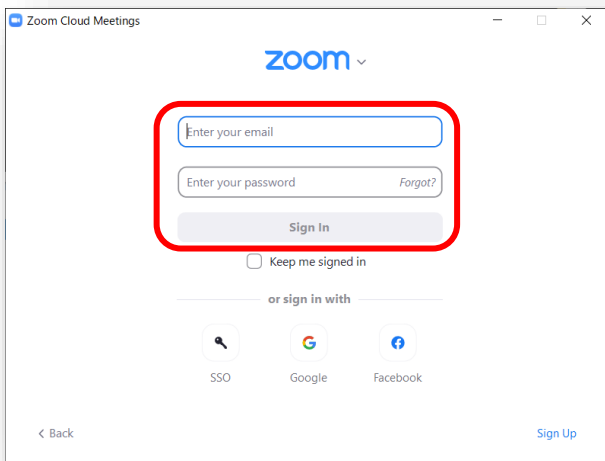
Please click Advanced and change screen share mode to "Capture with window filtering"

<STEP4> How to enter Zoom Meeting

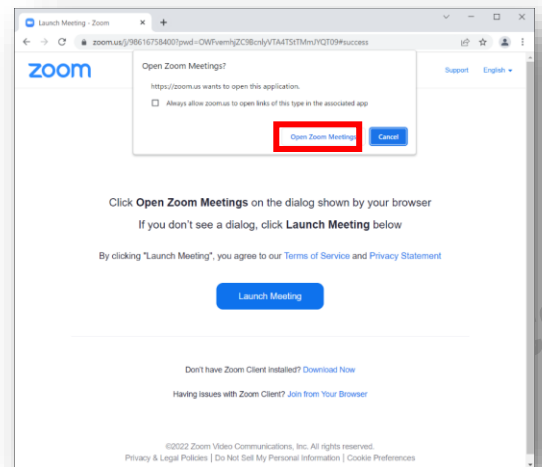
Webinar URL and the password will be sent to you from secretariat.
 Password is necessary to enter webinar room.
 Please be sure to enter the room 60 minutes before the session start.
 Operator will check connection and your slides.

※Please be sure to enter the room from the URL sent by email.
 Depending on the email software, the URL may not be linked, so please copy the URL and
 paste it on to the browser.

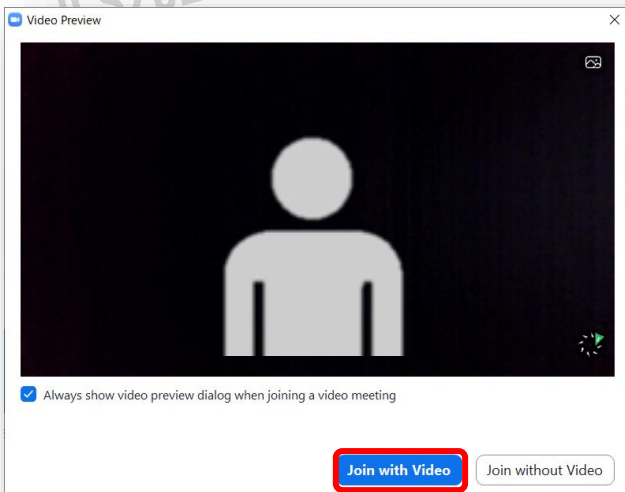
①Please sign in



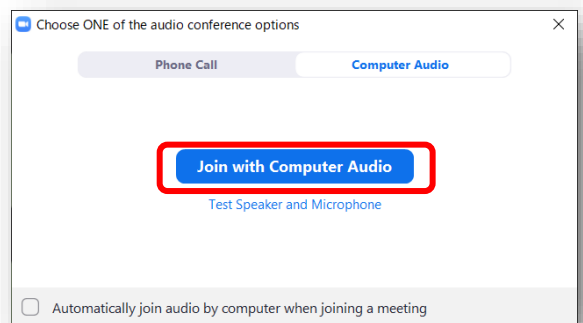
②Click on the URL from the email and select open zoom meeting



③Select join with video on

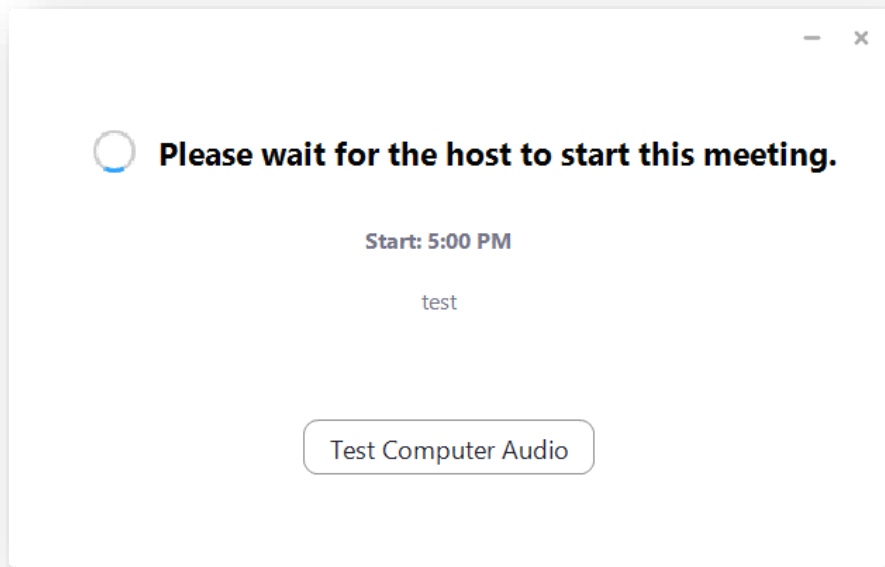


④Select join with Computer Audio



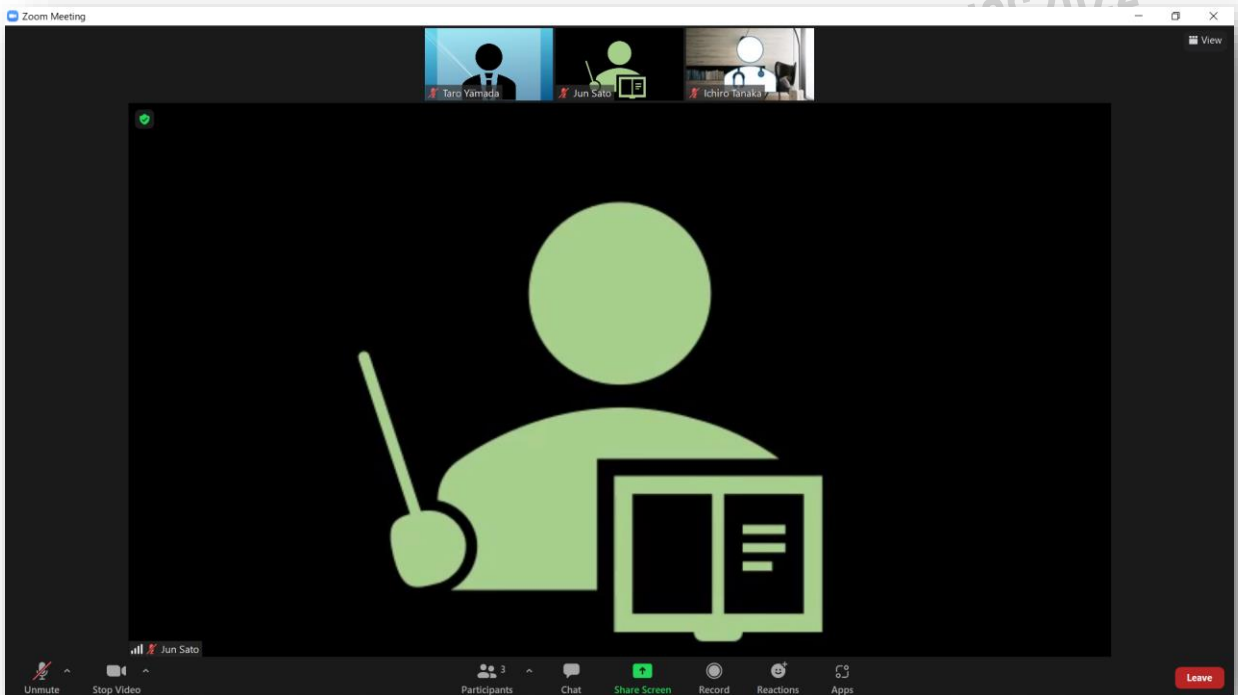
STEP4

⑤ Please enter Zoom Meeting 60min before



※The above screen is in a state where the host (administrator) is not ready. Please re-enter the room 45 minutes before the session.

⑥ When you enter the room you will see other speaker or operator



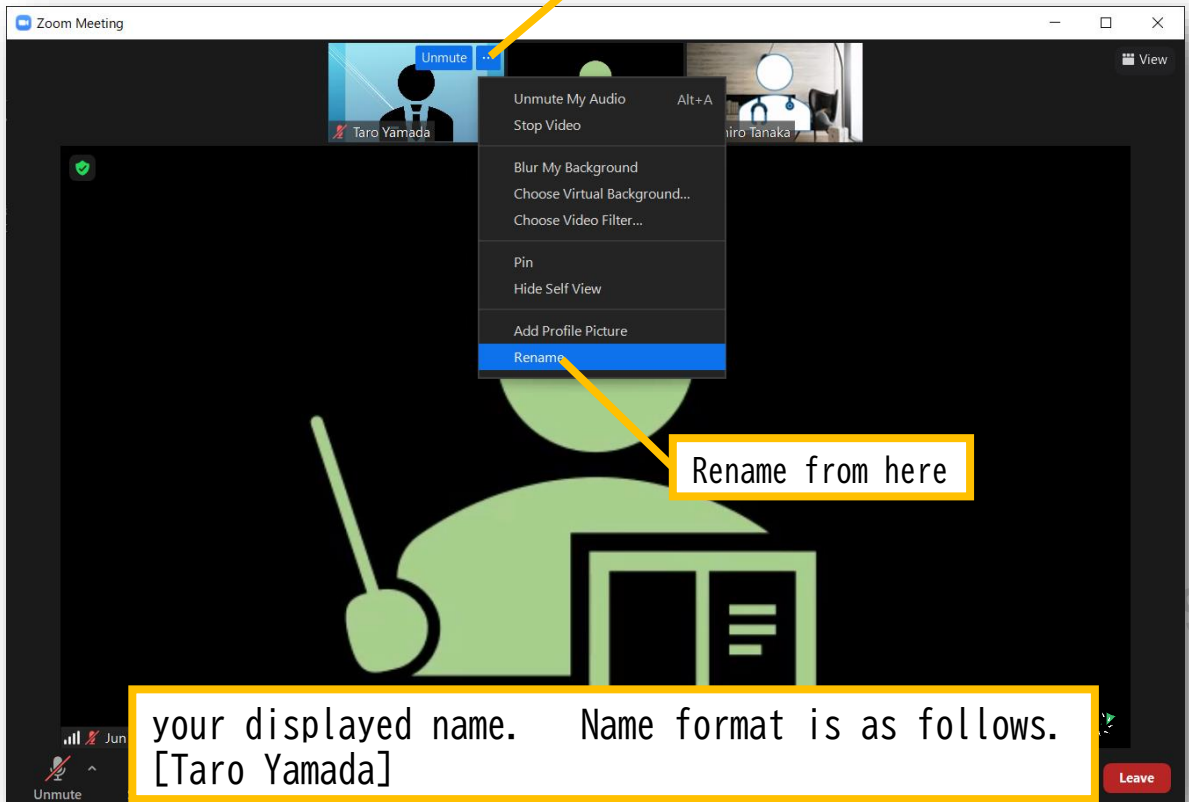
Wired connection is strongly recommended.
In an unstable connection environment, it leads to low image quality and audio interruption.
This may affect the viewers.

<STEP5> Setting

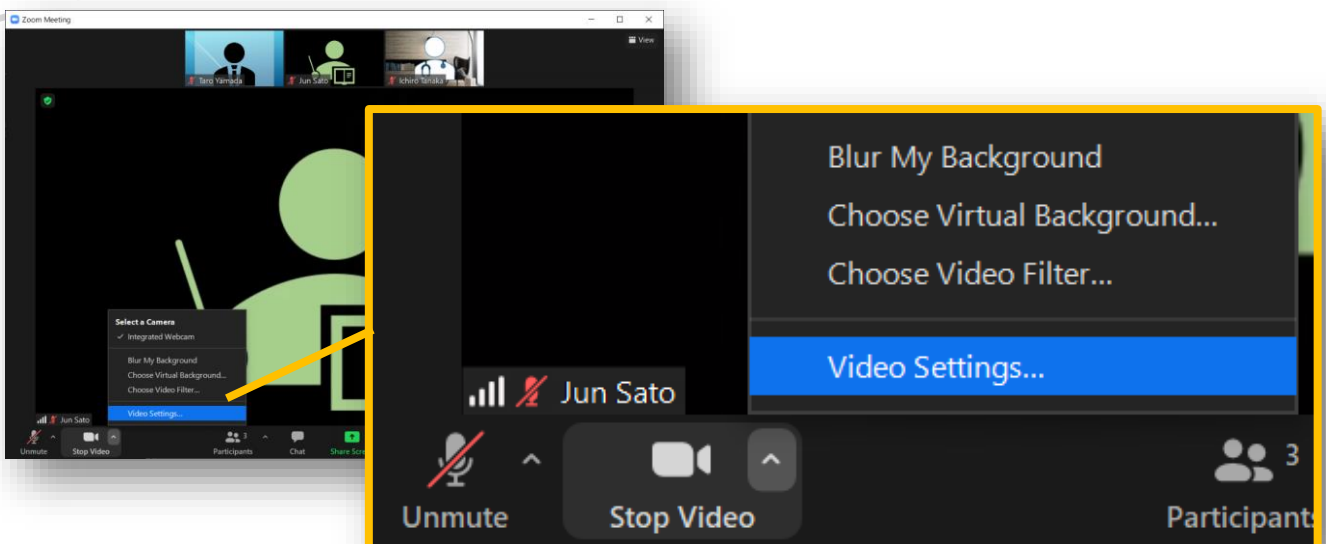
When you joint the Zoom Meeting room please check

①change displayed name

[...]click



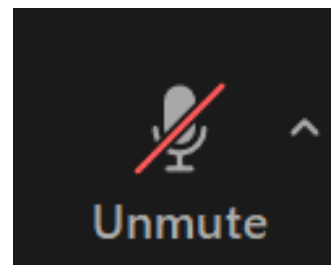
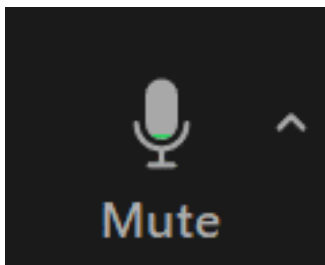
②If you didn't get a chance to check your audio and video devices, please go back to step 3 and 4



<STEP6> How to turn on and off microphone and camera

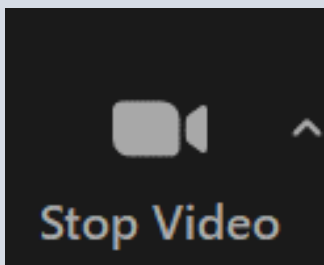
Please close applications other than ZOOM and presentation materials as it may affect to the movement of zoom app depending on the internet environments.

「Mic is ON」 / 「Mic is OFF」
 When you speak / When you don' t speak

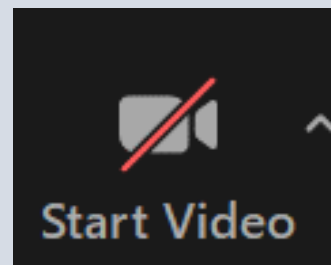


Please be sure to mute your microphone except when you speak. It may disturb other people' s presentation.

Please keep video on during the session



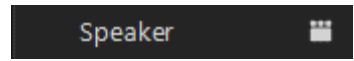
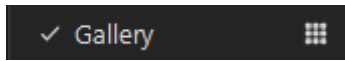
Video is ON



Video is OFF

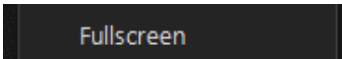
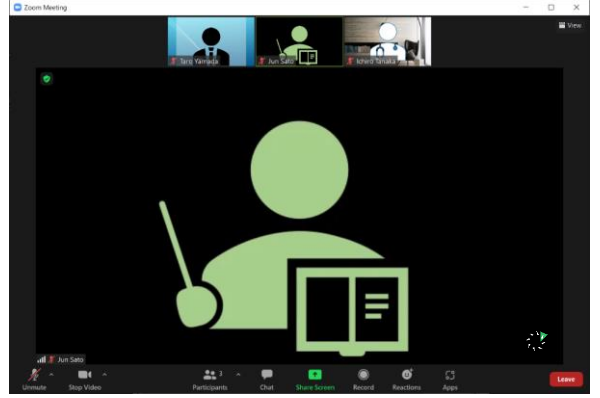
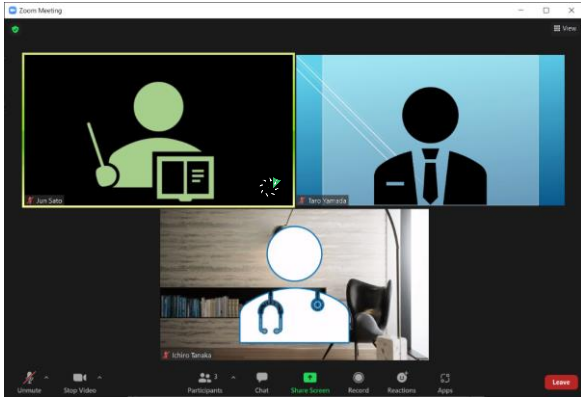
Audio and video tests will be conducted from the operator, 60 minutes before the session. If you have any question, please ask at that time.

ZOOM Functions



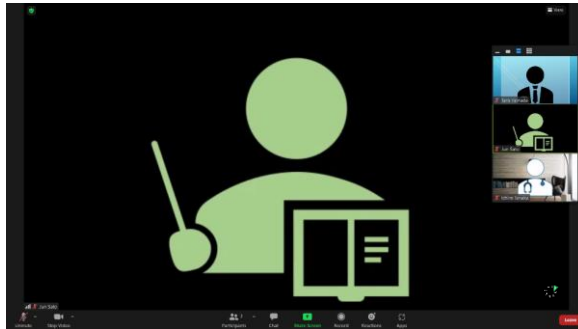
Possible to see other every speakers

Possible to see a person who is speaking now

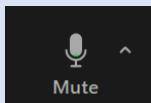


Full screen mode.

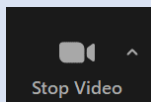
If you want to stop full screen, please double click zoom window



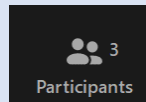
JCS2022 JCS2022



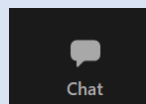
Mute and unmute microphone



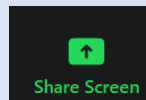
Mute and unmute your camera



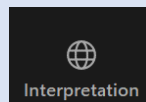
Confirm other participants



Chat

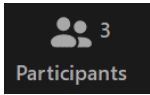


To share your screen

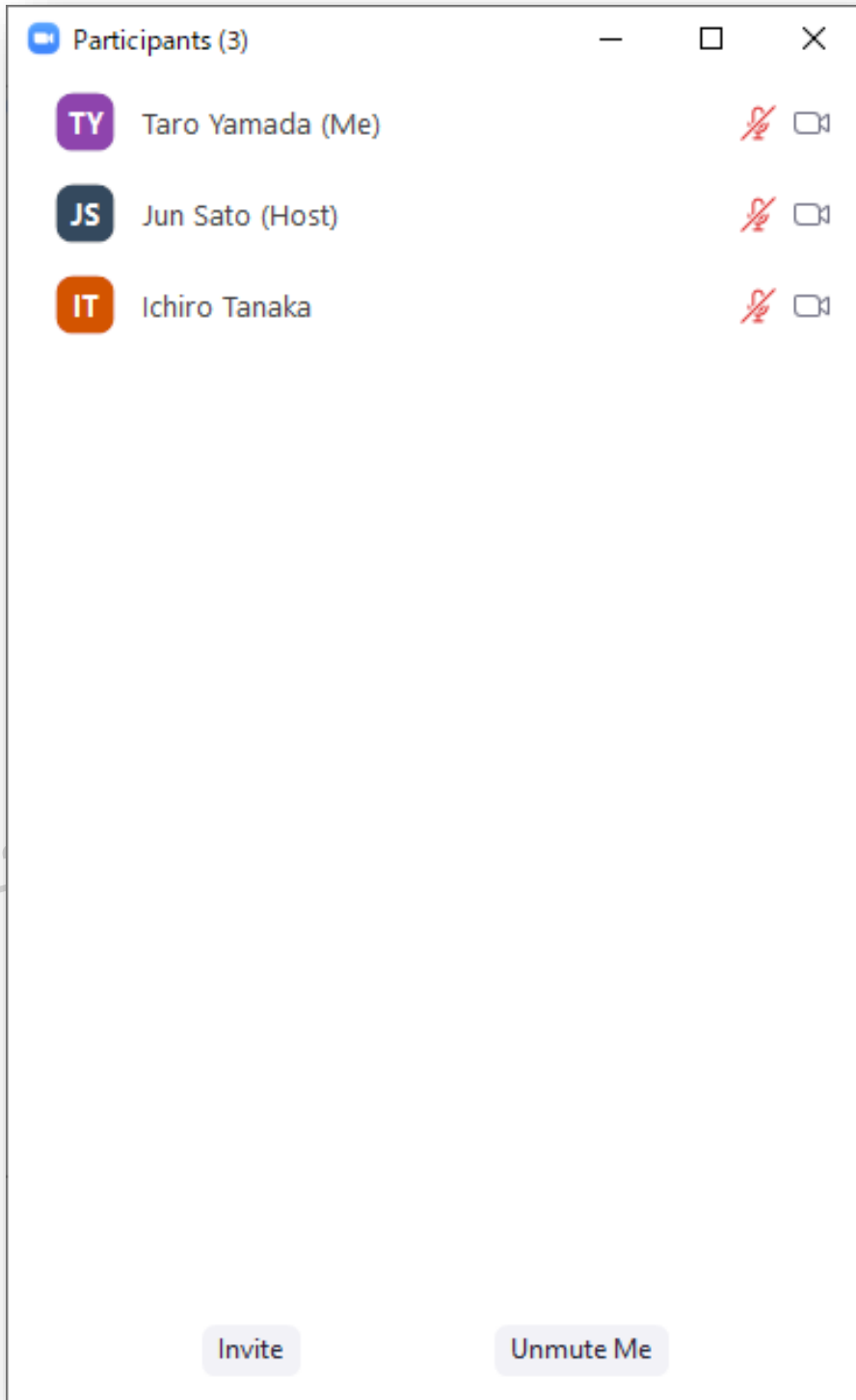


Language switching

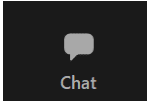
How to confirm participants



When you click Participant's icon you will see the window pop-up(below)
Participant's name will be listed

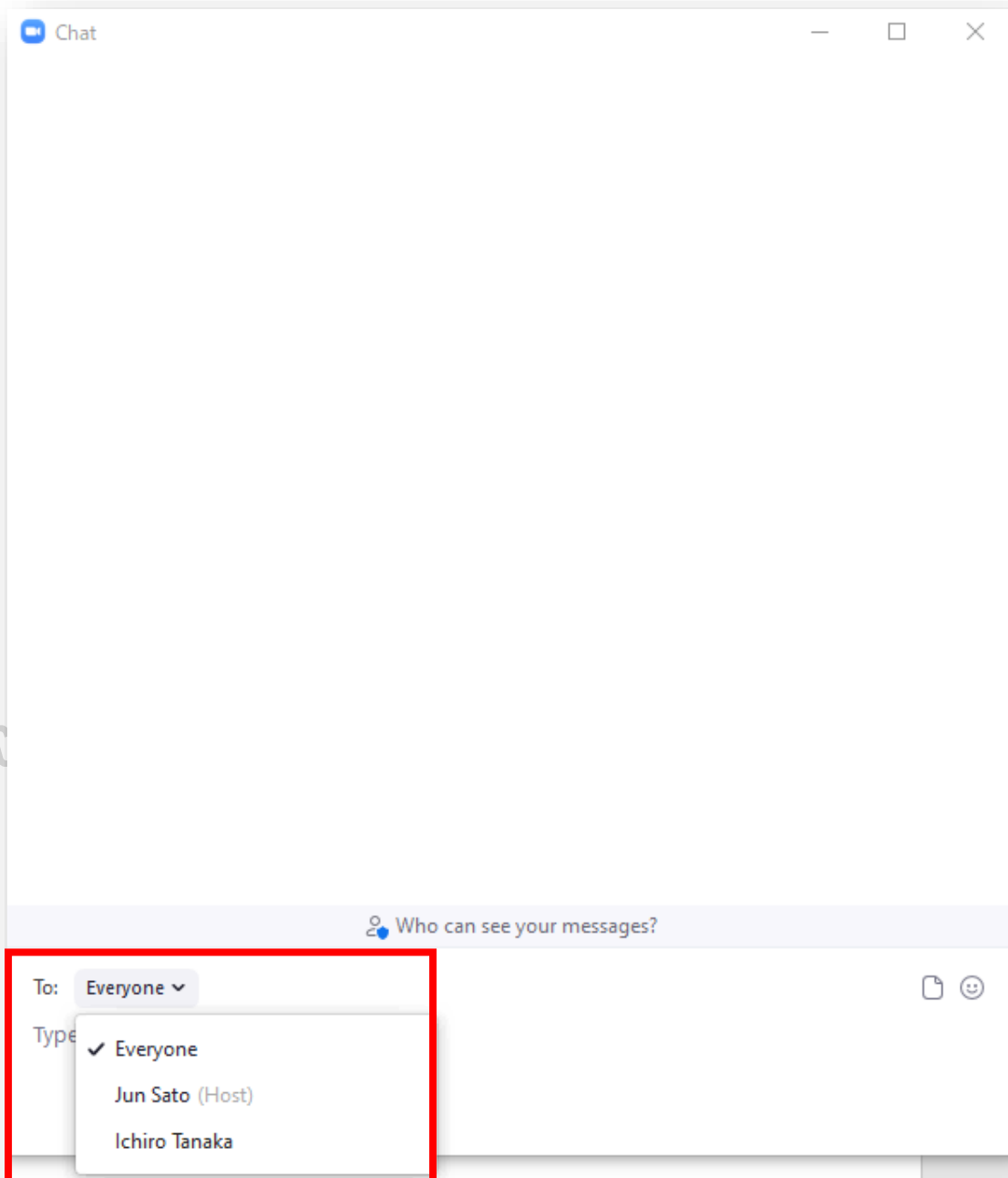


How to use chat in zoom



When you click Chat icon
you will see the window pop-up(below)

- ①Questions from audience will be posted to the chat box below.
- ②Communication tool between the secretariat, technical operator,
and speakers during the session.
- ※If you are in a hurry, there is no problem to speak with mic.



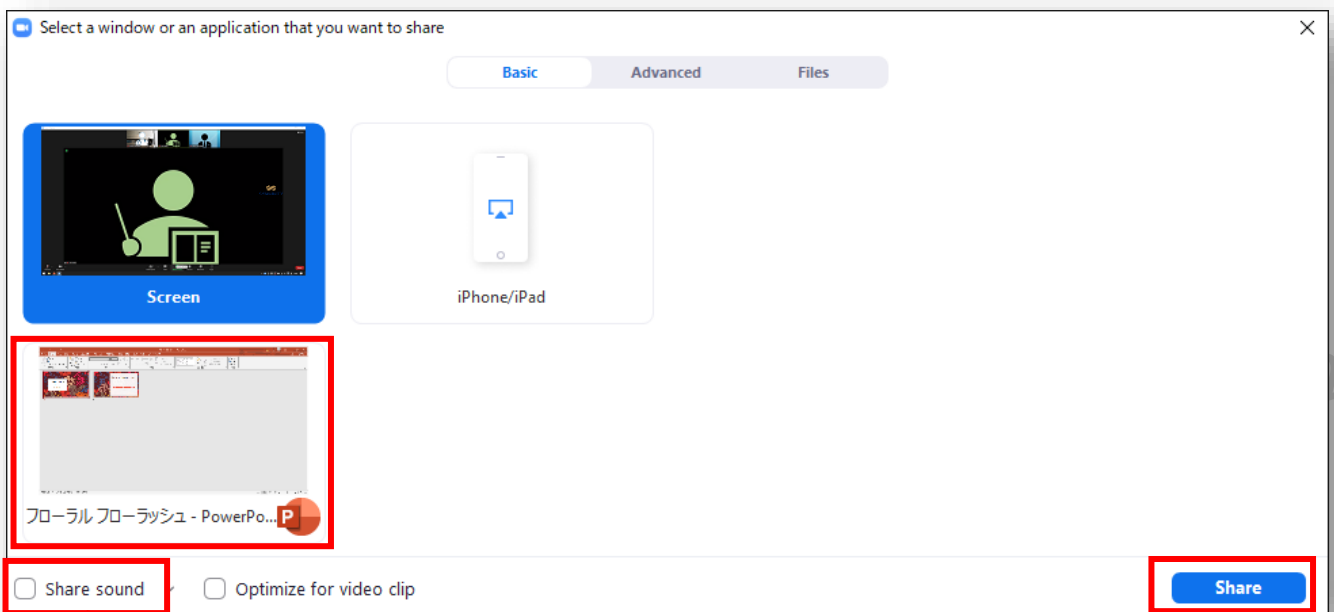
※Please select the name of the participant you want to send a message from the pull-down menu.

How to share screen



Please click share screen icon to share your presentation material

- ①Open your presentation material (powerpoint, keynote, etc....)
- ②Click share screen
- ③Select your presentation material from
“select a window or an application that you want to share” window



If you have sound to share, please select “share computer sound”

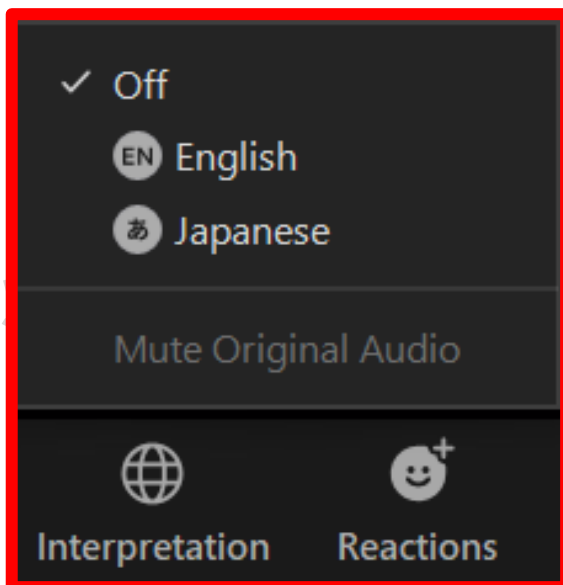
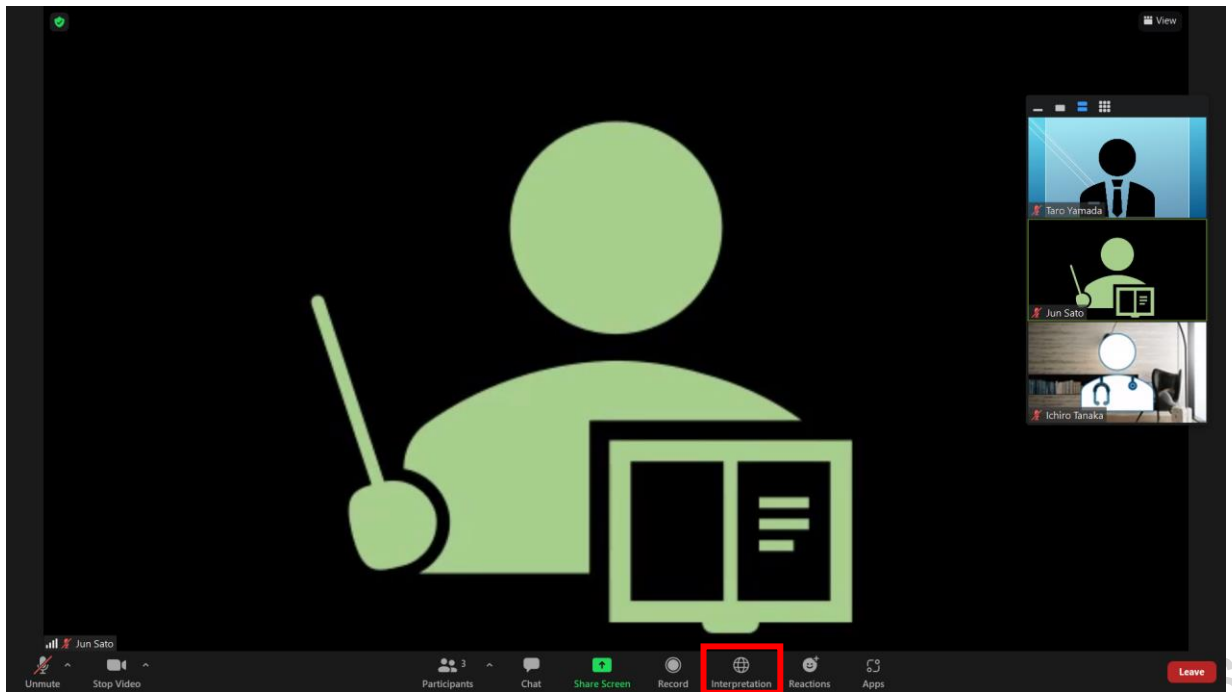
POINTS

Please refrain from using videos and animations.
The network will be overloaded, and the viewing environment will be affected.

When using videos, please note that the image quality and movement may deteriorate depending on the internet environment.

Interpretation

For the session which simultaneous interpretation is available, interpretation button will be displayed under the ZOOM window.



Please select the language you want to listen to. You can watch the selected language.

Please be sure to speak in the selected language
When you select English, speak in English
When you select Japanese, speak in Japanese