

Festival des Panards - ZOOM TECHNICAL GUIDE

Here is a brief guide to some Zoom essentials. We can't cover detailed guidance for all devices. If you have a question not covered here, ask us, or go to the Zoom help centre <https://support.zoom.us/hc/en-us>

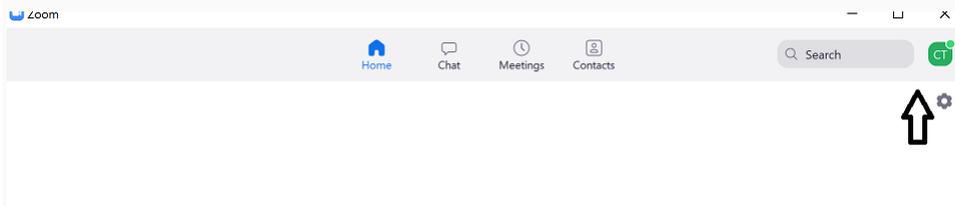
Zoom key points

1. Install the **latest version of Zoom**, as they update it regularly.
2. If you don't have much experience using Zoom, become familiar with the Zoom controls so that you can
 - *Rename* yourself (so that your Zoom name is similar to the one you booked with)
 - *Mute* and *Unmute* yourself (this will often be done by your workshop host)
 - turn your *Video* on and off
 - *exit Full screen view* (so you can see the room name at the top of the screen)
 - move between *Gallery view* and *Speaker view* to see the participants or focus on the tutor
 - join, leave and move between *Breakout rooms*
 - access *Chat*
 - *Raise a hand* as this is one way of asking questions
 - see the list of *Participants*
3. For leading a tune in a session, enable '**Original Sound**'

1 How to update to the latest version of Zoom (currently 5.8.0 as at 29/9/21)

Smartphones and iPads normally upgrade automatically.

If you already have the Zoom desktop client (the blue icon with a white video camera in it on your desktop) installed, you can check for updates by opening zoom and clicking on your profile picture (or your initials) at the top right:



This reveals a menu where you click "check for updates".

If an update is available, download it. Otherwise you'll be told that you have the latest version.

-Or go to <https://zoom.us/support/download>

2 Zoom Controls

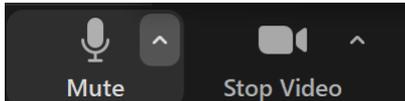
Rename yourself

Please rename yourself so your name matches your ticket name. If someone else bought your ticket please put their name first then yours (Yannick Minvielle for John Smith). Or even to leave a message when you turn your camera and sound off to go for a break.

There are several ways of doing this. An easy way is to click on the “Participant” icon, find your name, hover over it and choose “more”. This gives you a rename option.

Mute and unmute

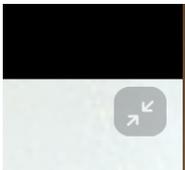
Sometimes we’ll be muting you. But other times you might need to mute yourself – to play along in an informal session, for example, or if you have a lot of background noise at home. Just click on the “Mute” icon on the bottom left of your screen.



Turning your camera off

We’d like to see you during the Festival. But if you’re going for a break without leaving Zoom (which we recommend) turn your camera off by clicking on the “Stop video” icon and Mute yourself.

Ideally go and “park” your computer in the “parking” BOR.



Full screen view (not recommended)

If you’re in full screen view you might not be able to see some controls. And not know what room you’re in. So either click on the box with the arrows, or press “escape” to exit full screen.

In the left-hand corner you’ll see “Zoom Meeting” if you are in the main room that we are calling

 Zoom Meeting

“Reception”. Or you might be in a breakout room such as “Workshop 1.” 

Speaker View and Gallery View – and “pinning”

Click the “View” icon in the top right-hand corner. In a workshop you probably want to focus on the tutor. You can do that by either selecting “Speaker view” or “pinning” the tutor. But if you want to see your fellow participants, choose “Gallery view”. If there are more than 49 people, some people will be shown on another page.

Another way to focus on the tutor is by “pinning” them. Hover over their picture on the screen or click on the three little dots on the right hand corner of their picture, and choose “pin” from the menu that appears.

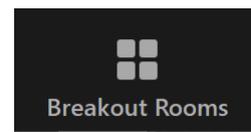
Zoom Breakout Rooms (BORs) for workshops and sessions

Breakout Rooms (BORs) are often used in Zoom meetings to put participants into smaller discussion groups, before all returning to the main room. At the Festival des Panards all workshops and sessions are being held in BORs.

Don't worry if you arrive late, don't know where to go or find yourself in the wrong room- these are all situations that the Panards Team can help you with. But it's good to know how to get about yourself. And don't forget to have a copy of the **timetable** handy, so you know where you're heading.

Joining a breakout room

You'll find the breakout room icon at the top or bottom of the screen. If you've got "chat" or "participants" open, it might be hidden under the "more" icon.



Click on the icon, and you'll see a named list of rooms. You'll also see which participants are in different rooms – handy if you want to find a friend, or a team member.

Click "Join" for the appropriate breakout room (for Macs, hover at the right hand side of the window). It takes a few seconds, but you'll get there!

Moving between breakout rooms

Again, click on the Breakout Rooms icon and choose your next destination. Remember that, as long as you're not in full screen mode, you can see the room name in the top left-hand corner of your screen.

Returning to the Main Room

The main room isn't shown on the list of breakout rooms. Instead, to move there, click on the blue "leave room" icon. Be careful not to click on: "leave meeting"!

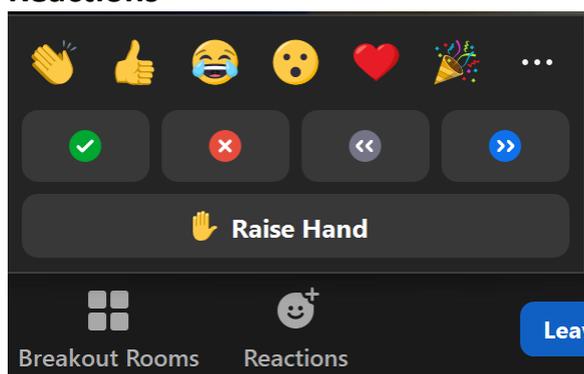
After moving around, you'll probably have to resize your window.

Chat

It's good to have Chat window open in workshops and sessions, so you can alert the workshop host to any problems and be able to ask questions or volunteer to lead a tune. If the chat window is closed, the icon turns red if there are any messages.

You can choose to send a message to Everyone, or a particular person.

Reactions



The tutor and Workshop host may ask you to "Raise a hand" to ask a question. To do this, click on the "Reactions" icon, and select "Raise Hand". You will see an image of a raised hand appear in your screen and your screen will move to the top left of all the participants' screens so that the Workshop host can see that you wish to ask a question. After your question has been answered, go back to "Reactions" and select "Lower hand" to remove the raised hand image. Don't confuse "Raise Hand" with the "clap" and "thumbs up" image

Participants

Clicking on “Participants” is a good way of seeing who is in your room, if you can’t see them clearly on screen.

3 How to set your Zoom settings to 'turn on original sound'

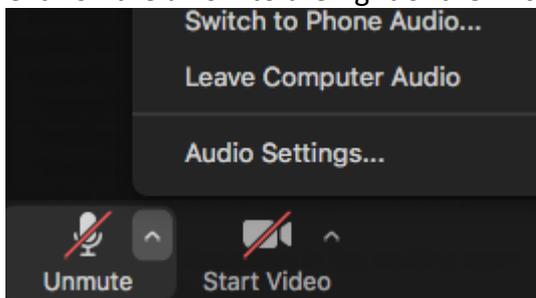
This allows the listener to hear the full sound of your instrument (otherwise Zoom flattens the high and low tones to resemble speech).

Zoom settings:

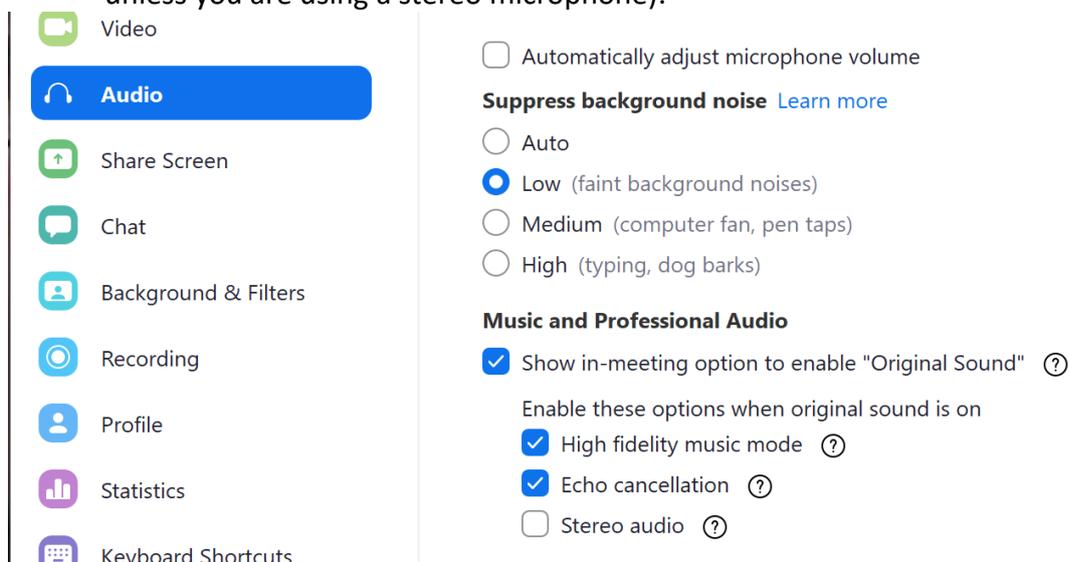
- On a **smartphone or tablet**:
 - Log into the Zoom app (if you don’t have a Zoom account, sign up for a free account).
 - Once you’ve signed in, click on “settings”, then “meetings”
 - Scroll down to **“Use original sound in a meeting”** - and enable that setting.
 - Then in a Zoom meeting, go to “More” and click on “Enable” (or “disable”) original sound.

- On a **desktop or laptop computer**: In any zoom meeting, go to your microphone on the bottom left of the zoom window (it will say “Mute” or “Unmute”).

- Click on the arrow to the right of the microphone, and click on “Audio Settings”



- When you get to Audio Settings, look for “Music and professional audio” and click on “Show in meeting option to ‘Turn on original sound’ from microphone” (see screenshot, below). Tick the first 2 boxes below that option (there’s no point in having stereo audio unless you are using a stereo microphone).



- Close the window.

- From the icon on the top left of your screen, you can toggle between “Original Sound Off” for speaking, and “Original Sound On” for playing and singing.

