



Nonsuch Dulcimer Club

The friendly UK club for Dulcimer enthusiasts

Registered Charity Number: 1184249

Guidelines for Using ZOOM for Workshops & Sessions (March 2021 – Zoom Version 5.3 and above)

Setup

You can use a **desktop, laptop, tablet or phone** to access Zoom, though you will be able to see more and have access to more options on a desktop or laptop. Your internet connection should preferably be able to support at least 5Mbps. You can test your internet speed at: <https://www.speedtest.net>.

You will also need a device with a microphone and camera, if you want to be able to have the instructor see and hear you. If you don't have these, you will still be able to see the instructor, and use the Chat window to ask questions and send comments.

It's best to be **facing the window or light source** if possible, because then people can see you better than if you have your back to a light source. It also helps to have your device up relatively high, on a stool or table. Instructors for a general workshop will usually want to see your face rather than your instrument.

Zoom Download

Download the latest version of Zoom ahead of time at this site: https://zoom.us/download#client_4meeting.

Zoom Tutorials & Help

This document is to help you with some Zoom settings. If you need more help with running Zoom, then please click on: <https://support.zoom.us/hc/en-us/articles/201362193>

Zoom Options & Settings

View for Workshops - Speaker View or "Pin Video": For a workshop, you want to be able to see the instructor's screen.

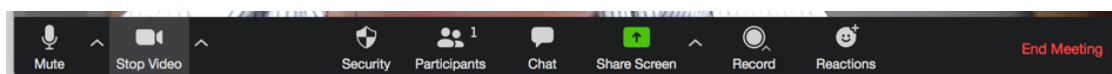
When you are in a Zoom session, at the top right of the Zoom screen, the View menu gives you a choice between Speaker View, Gallery View and Fullscreen. Choose **Speaker View** for this. Or, use **Pin Video** by clicking on the screen that you want to pin (e.g. the instructor's instrument view) and choosing the "Pin" option.



View for Sessions - Gallery View: When you are in a Zoom session, choose **Gallery View**, as it shows you everyone on the session at the same time, which is nice:



Mute/Unmute: In a Zoom session, the Mute button is at the far left of the bottom control bar. The meeting leader will also be able to mute/un-mute you:



In Audio settings (see below) you can also check "Press and Hold SPACE key to temporarily unmute yourself".

Zoom Audio & Advanced Audio Settings

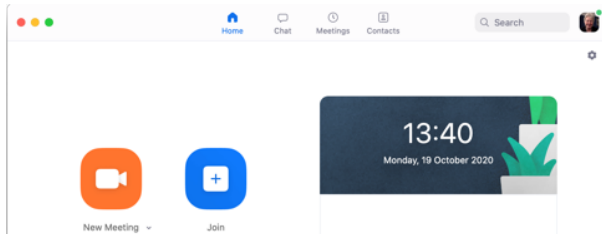
There are at least **three** ways to get to these.

- When you are in a Zoom meeting go to: zoom.us menu (at the top) and select -> **Preferences** -> **Audio**
- Or, in a Zoom meeting, to access **Audio Settings**, click on the ^ beside the Mute/Microphone symbol on the

bottom left of the Zoom screen:

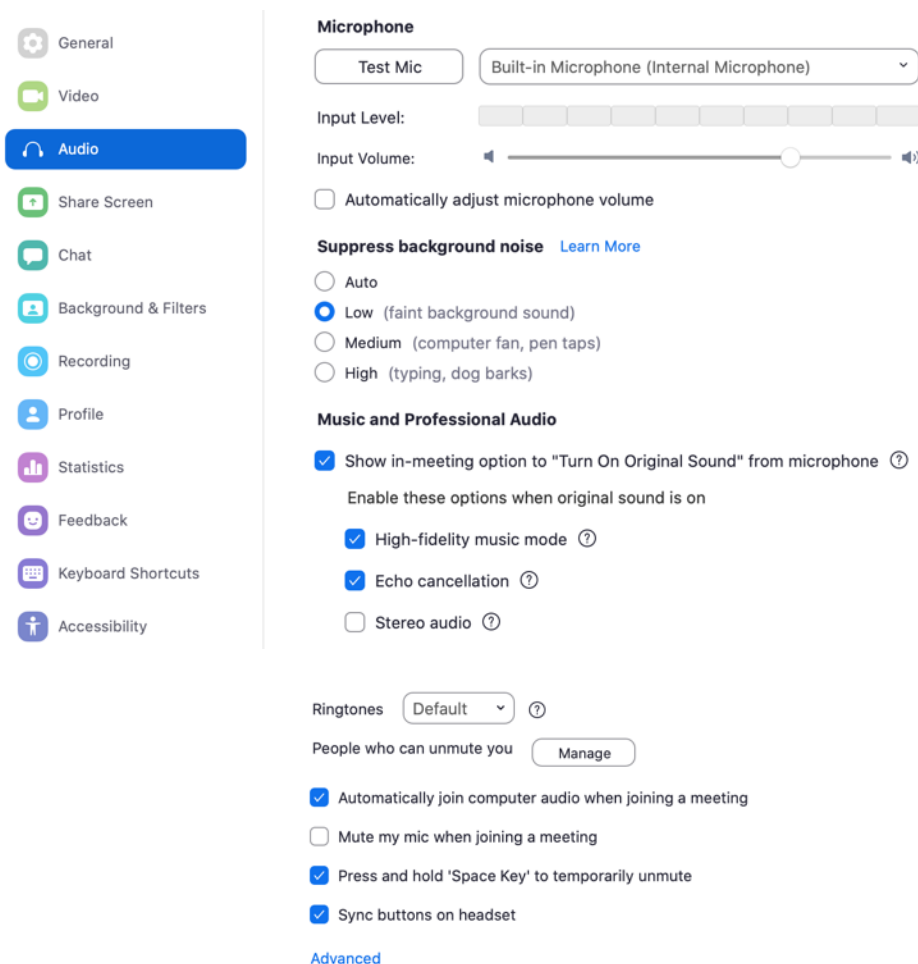


- Or, using the Zoom application outside a meeting access **Settings** via the small “cogwheel” at the top right:



then select **Audio**, then **Advanced** (at the bottom right of the Audio settings screen)

Audio Settings: For workshops and sessions, these are example **Audio Settings** (version 5.3 and up):



Microphone

Test Mic Built-in Microphone (Internal Microphone)

Input Level: [Progress bar]

Input Volume: [Slider]

Automatically adjust microphone volume

Suppress background noise [Learn More](#)

Auto

Low (faint background sound)

Medium (computer fan, pen taps)

High (typing, dog barks)

Music and Professional Audio

Show in-meeting option to "Turn On Original Sound" from microphone [?](#)

Enable these options when original sound is on

High-fidelity music mode [?](#)

Echo cancellation [?](#)

Stereo audio [?](#)

Ringtone: Default [?](#)

People who can unmute you: [Manage](#)

Automatically join computer audio when joining a meeting

Mute my mic when joining a meeting

Press and hold 'Space Key' to temporarily unmute

Sync buttons on headset

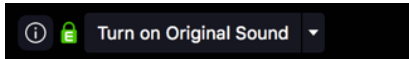
[Advanced](#)

Use the following settings:

- **Automatically adjust microphone volume:** check **OFF** (this is best for sessions)
- **Suppress background noise – LOW**
- **Show in-meeting option to Enable Original Sound from Microphone:** check **ON**
- **High Fidelity Music Mode:** check **ON**
- **Echo cancellation:** check **ON**
- **Press and hold 'Space Key' to temporarily unmute:** check **ON**

Advanced Audio Settings: In the newer versions of Zoom, this consists only of **Echo Cancellation** – leave as **Auto**.

Once you have checked the “**Enable Original Sound**” box, when you are in a meeting, there will be a black box at the top left of the screen saying “**Turn [on / off] Original Sound**”.



Turn **Original Sound ON** – this stops Zoom from optimizing and filtering the sound coming from you as if it were voice. For music, you don’t usually want this filtering. It’s just slightly confusing on the meeting screen in that when Original Sound is set as you want it (**ON**), the message says “*Turn off Original Sound!*”

Please note that all of these Audio Advanced Settings affect YOUR sound to others on the meeting. They will not change how you hear others.

Microphone

For workshops and most sessions, using the inbuilt microphone in your device will work well enough. Adding an external microphone, and enabling and configuring it, will make you sound better. We will not cover this here, as it’s a large topic.

Video Settings

To access Video Settings, click on the ^ beside the Video symbol on the bottom left of the Zoom screen. In Video settings, “**Mirror my video**” flips your video around the vertical axis, like a mirror does. If it is checked **on**, your image is as you see yourself in the mirror. If it is **off**, then you see yourself as others see you. This setting affects **only your video as you see yourself**. Others will always see you “normally”. Choose any other video setting that you would like!

