



# Nonsuch Dulcimer Club

*The friendly UK club for Dulcimer enthusiasts*

Registered Charity Number: 1184249

## Guide for Using ZOOM for Online Sessions

### Setup

A **laptop** is preferable to a phone or tablet, as it enables you to control the Original Sound setting (see Settings below). You can also have the keyboard facing you and easily change settings, mute yourself, etc. 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 laptop up relatively high, on a stool or table.

### Zoom Download

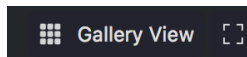
When you click to join your first meeting, Zoom will automatically ask you to download the application - you need to do this. After downloading, it may take you directly to the meeting, or you may need to go back to the original emailed meeting link and click it again.

You can also download Zoom ahead of time for laptops, phones and tablets: <https://zoom.us/download>.

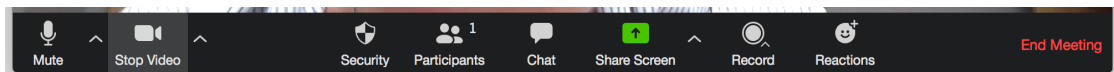
### General & Audio Settings

The main settings which help the session work, and you should know about are:

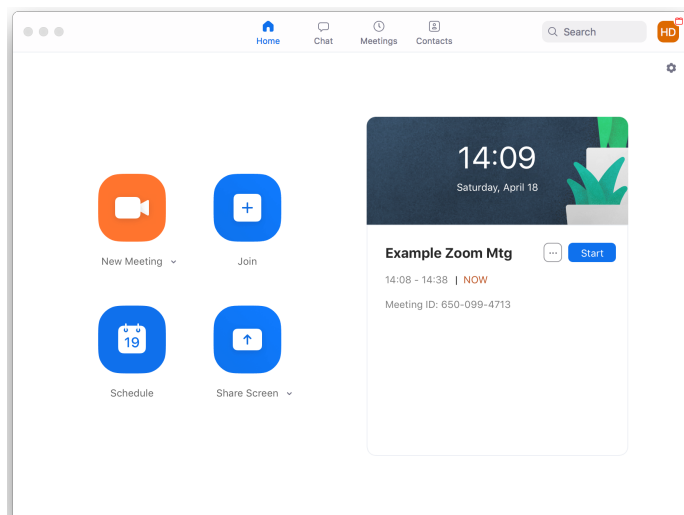
- 1) **Gallery View:** When you are in a Zoom session, at the top right of the Zoom screen, you have a choice between Gallery View and Speaker View. Choose **Gallery View**, as it shows you everyone on the call at the same time, which is nice:



- 2) **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:

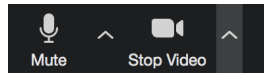


- 3) **Audio:** on the Audio Settings screen (see below for how to access), one handy setting is to check "Press and Hold SPACE key to temporarily unmute yourself". Or you can use the Mute button as above.
- 4) **Advanced Audio Settings:** There are three (maybe more) ways to get to these.
  - a) Using the Zoom application outside a meeting access Settings via the small "cogwheel" at the top right:

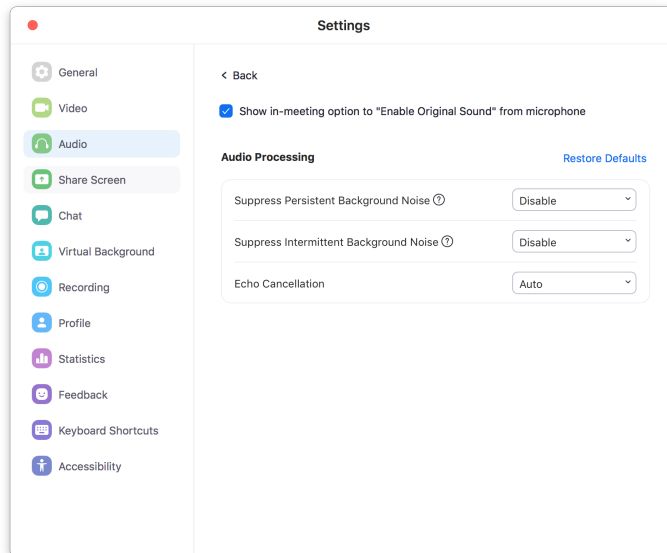


then select **Audio**, then **Advanced** (at the bottom right of the Audio settings screen

- b) When you are in a Zoom meeting go to: [zoom.us](https://zoom.us) menu (at the top) and select -> **Preferences** -> **Audio** -> **Advanced**->
- c) 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:



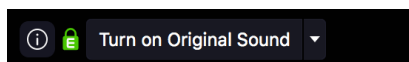
In any case, you will get to the Audio Settings **Advanced** Menu:



Use the following settings:

- **Show in-meeting option to Enable Original Sound from Microphone:** check **ON**
- Suppress Persistent Background Noise: **Disable**
- Suppress Intermittent Background Noise: **Disable**
- Echo Cancellation: **Auto**

Once you have checked the **Show in-meeting option to Enable Original Sound** box, then 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**.

## 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”.



## Microphone

For our purposes, 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.