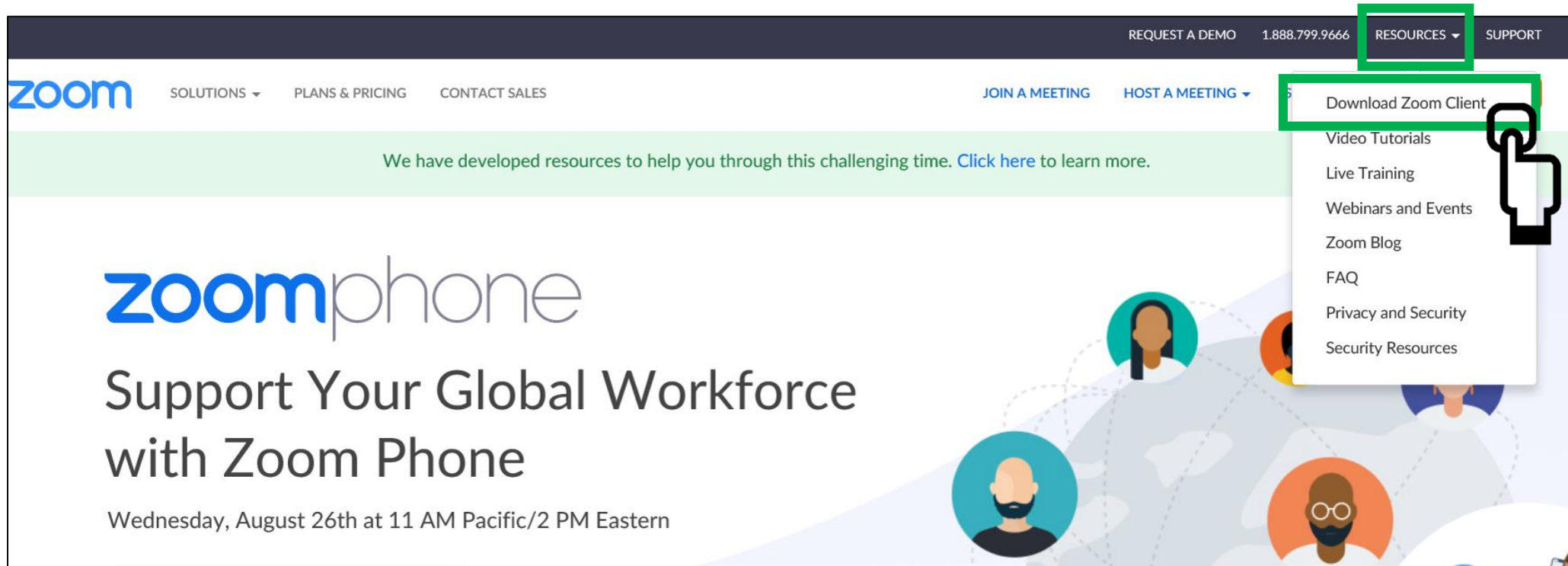


# Zoom Installation Guide

— 1 —

# 1-1. Access to Zoom website



The screenshot shows the Zoom website's navigation bar. The 'RESOURCES' dropdown menu is open, and the 'Download Zoom Client' option is highlighted with a green box. A hand cursor is pointing at this option. The main content area features the 'zoomphone' logo and the text 'Support Your Global Workforce with Zoom Phone'.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

**zoomphone**

Support Your Global Workforce  
with Zoom Phone

Wednesday, August 26th at 11 AM Pacific/2 PM Eastern

- Download Zoom Client
- Video Tutorials
- Live Training
- Webinars and Events
- Zoom Blog
- FAQ
- Privacy and Security
- Security Resources

Download the program from Zoom's official website (<https://zoom.us/>)  
[Resource]-[Download Zoom Client]

# 1-2. Download the Zoom Program

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

## Download Center

Download for IT Admin ▾

### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

**Download** Version 5.2.1 (44052.0816)

Download the program from the ZOOM official website (<https://zoom.us/>)  
[RESOURCES] – [Download Zoom Client]-[Zoom Client for Meetings]

# Zoom Setting

— 2 —

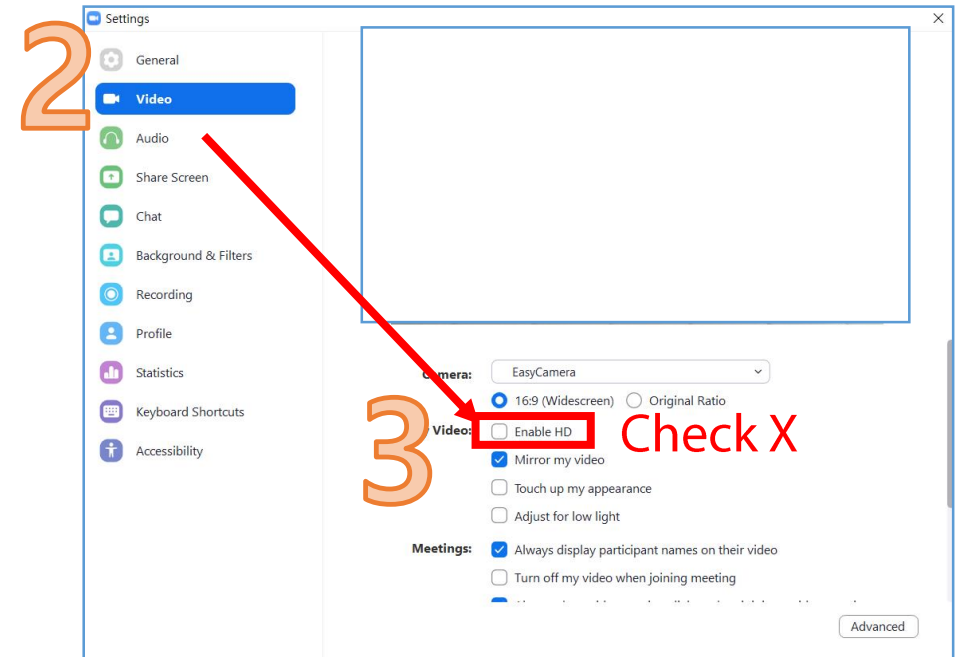
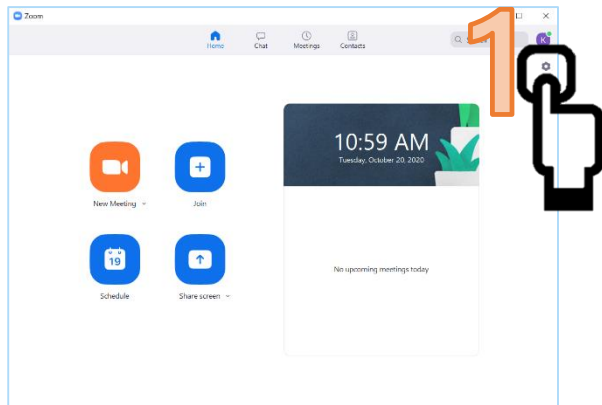
## 2-1. Preparation before starting Zoom

- ❖ Preparing 'microphone' before lecture begins: If you don't have a microphone, please use a headset or earphone with a call function.
- ❖ Please test before the start of the lecture.



## 2-2. How to set up the Zoom

1. Check the Internet connection.  
(interruption may occur when using wireless Internet\_Wifi/tethering.)
2. It is recommended to prepare an ear microphone set to attend the meeting.  
(The sound of the speaker may enter the microphone and cause an echo.)
3. When participating in the ZOOM meeting,  
please change to your real name.
4. 'HD webcam video disabled' (reduces video stuttering)



# Zoom Program Log in/Start

— 3 —

# 3-1. Zoom Program Log in

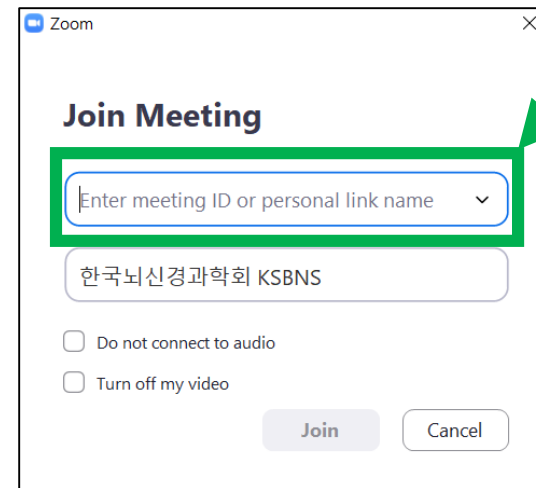
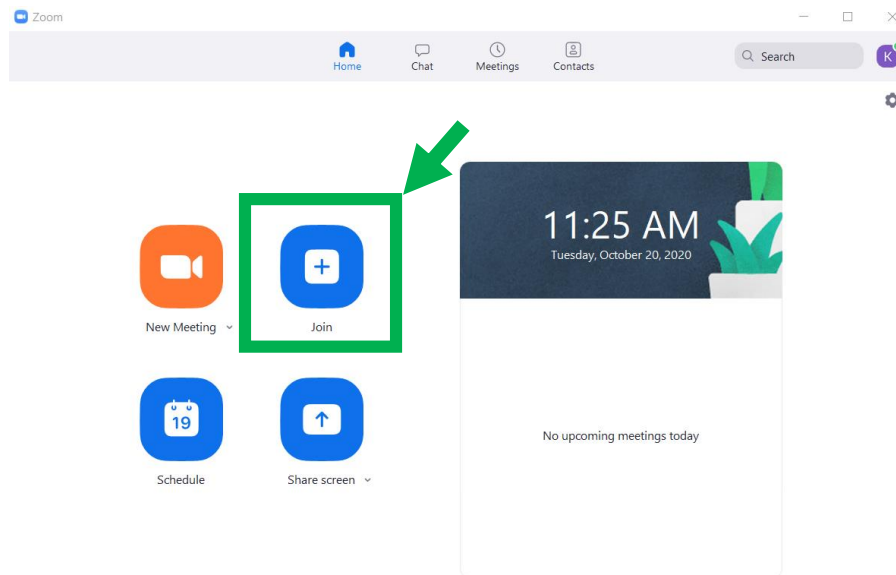
The screenshot shows the Zoom Cloud Meetings login interface. It features a 'Sign In' section with an orange '1' next to it. This section contains an email input field, a password input field with a 'Forgot?' link, a 'Keep me signed in' checkbox, and a 'Sign In' button. To the right, separated by an 'or' label and an orange '3', are three social login buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. At the bottom right, there is a 'Sign Up Free' button with an orange '2' next to it. A '< Back' link is located at the bottom left. The entire interface is enclosed in a window titled 'Zoom Cloud Meetings'.

1. Run the Zoom program and log in.
2. If you do not have an ID, click the [Sign Up Free] button to register as a member.
3. Or, if you have an SSO / Google / Facebook account, you can log in without registering as a separate member.



## 3-2. Join Zoom Conference

We recommend rehearsing for your smooth meetings.  
Please log in to Zoom about an hour in advance and proceed with the rehearsal.



\*When participating in a meeting

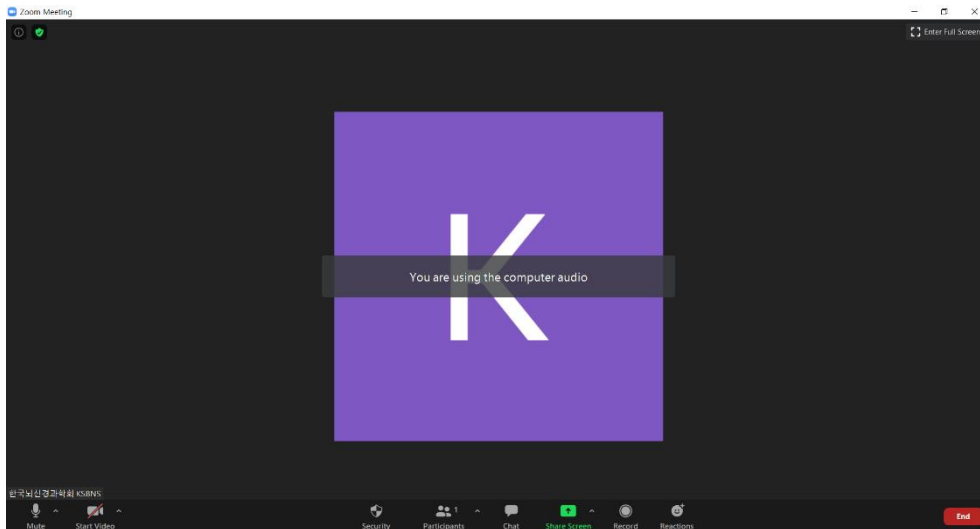
Conference ID given in advance  
[###-###-####] or  
Connect by entering the link

For rehearsal and lecture presentation,  
Click the [Join] button to join the meeting.

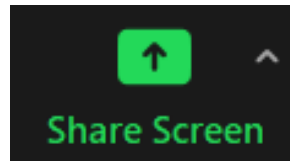
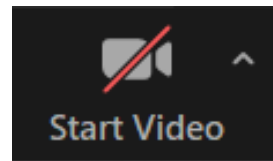
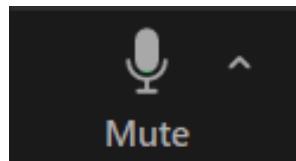
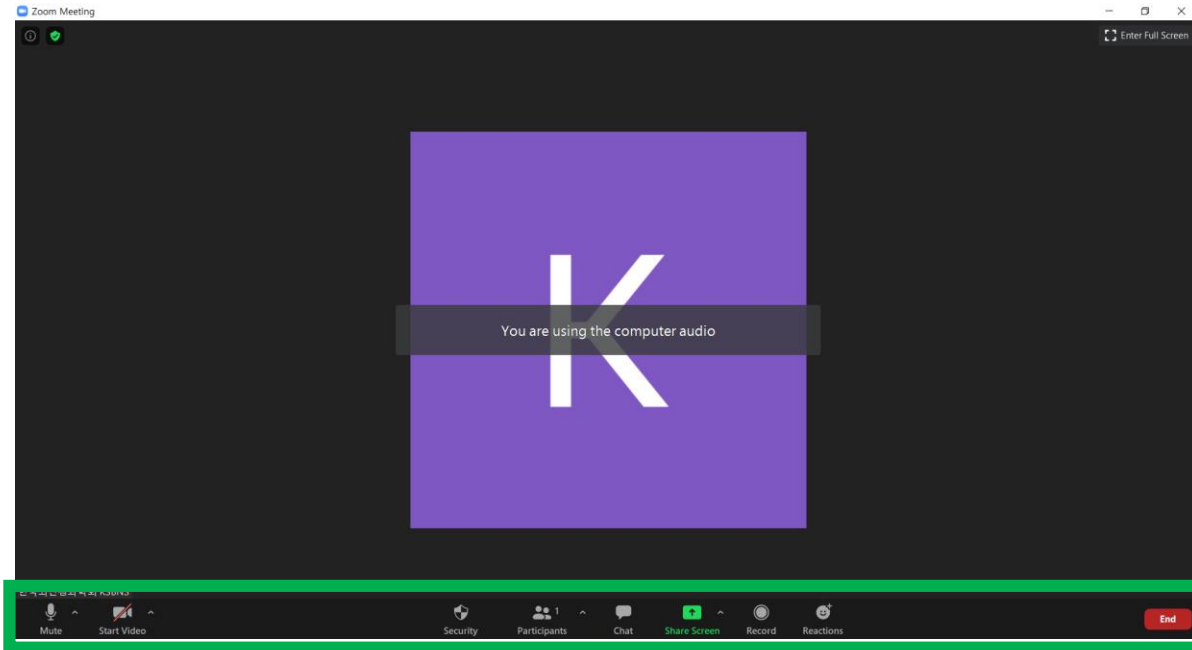
# 3-3. Notes on using Zoom

## \*Zoom personal shooting guide

1. Horizontal alignment (to keep the screen aspect ratio constant)
2. Check camera angle (camera eye level = optimal eye level / stare at the camera for naturalness when speaking)
3. Check the lighting (adjust the lighting so it is not too dark)
4. Sound check (no noise, confined space recommended)



# 3-4. Notes on using Zoom



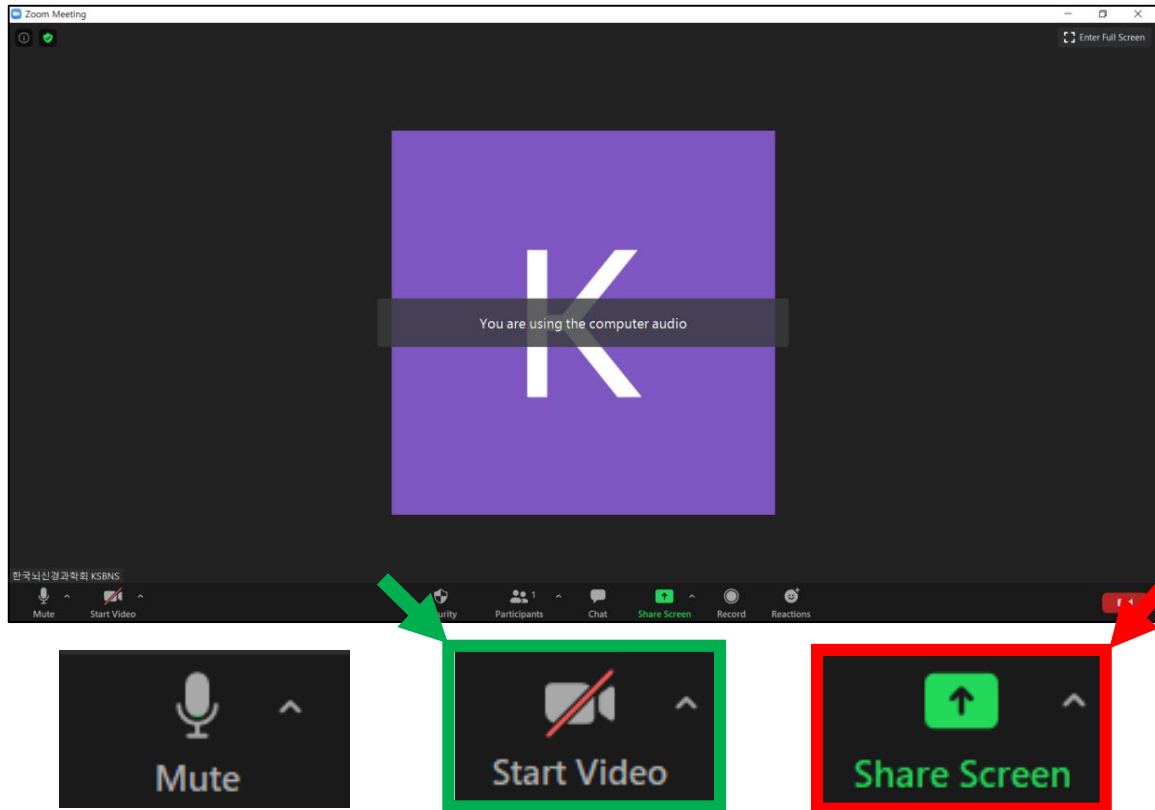
## \*Zoom personal attendance guide

1. Audio check (sound, volume, speaker, etc.)
2. Video check
3. Screen sharing: Used for speaker presentation

# Zoom Recording

— 4 —

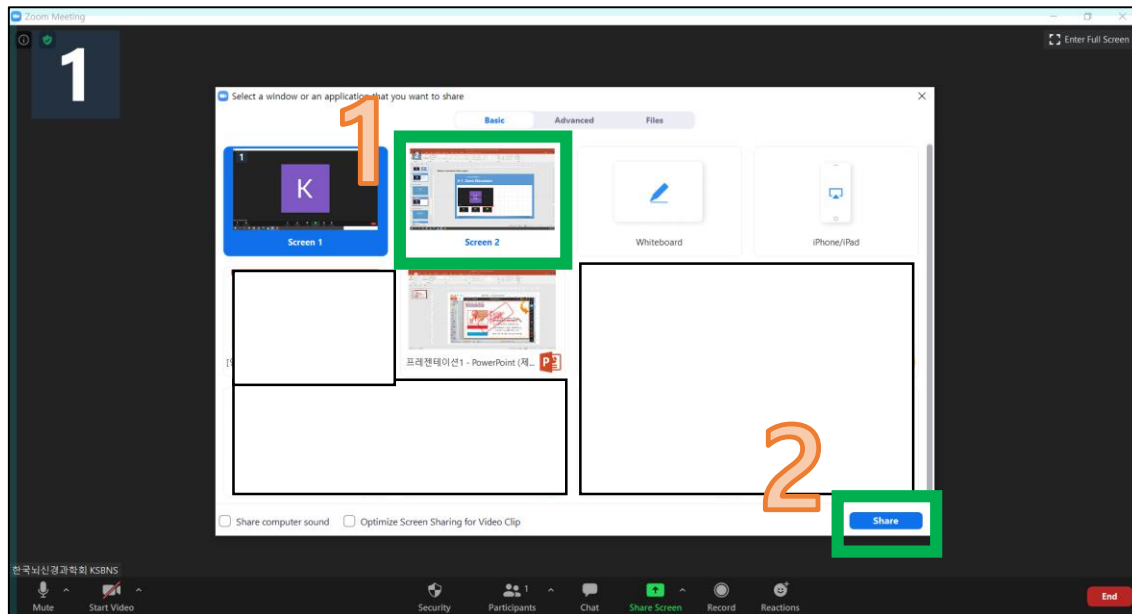
# 4-1. Zoom Recording



Click the **[Screen Share]** button.

Please click the **[Start Video]** button before starting.

## 4-2. Zoom Recording

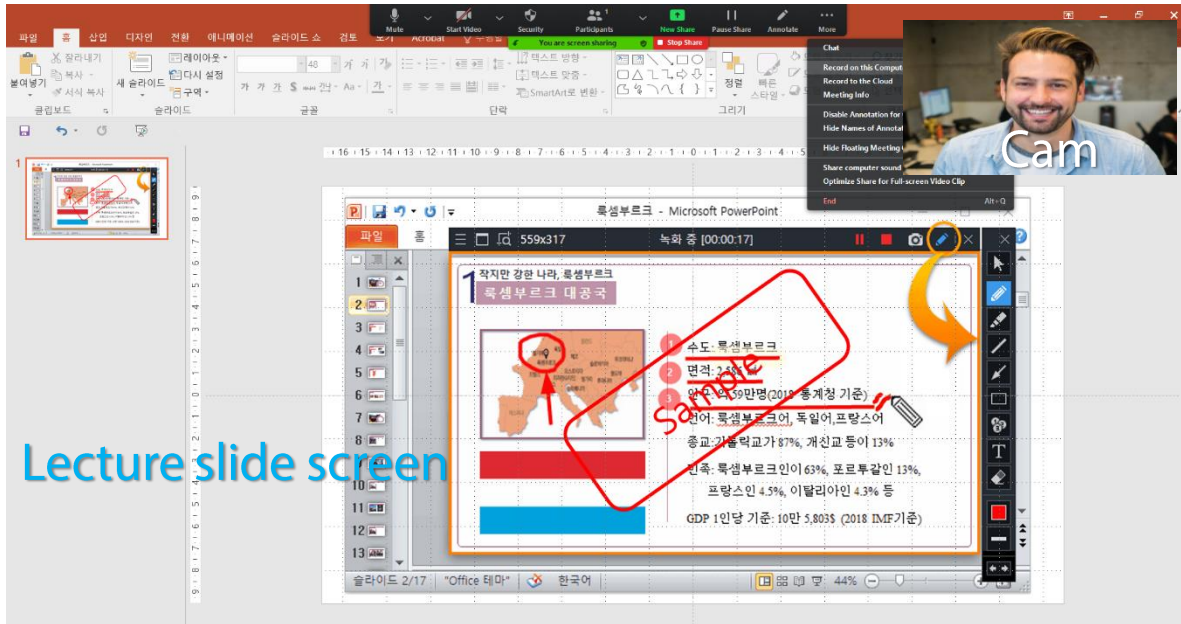
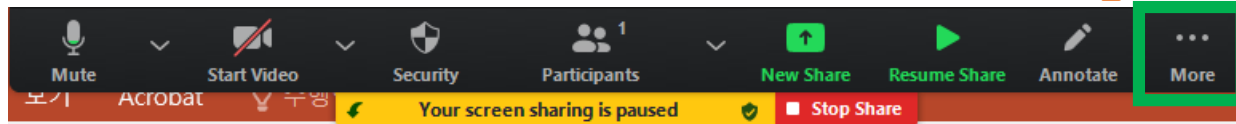


[Sample screen]

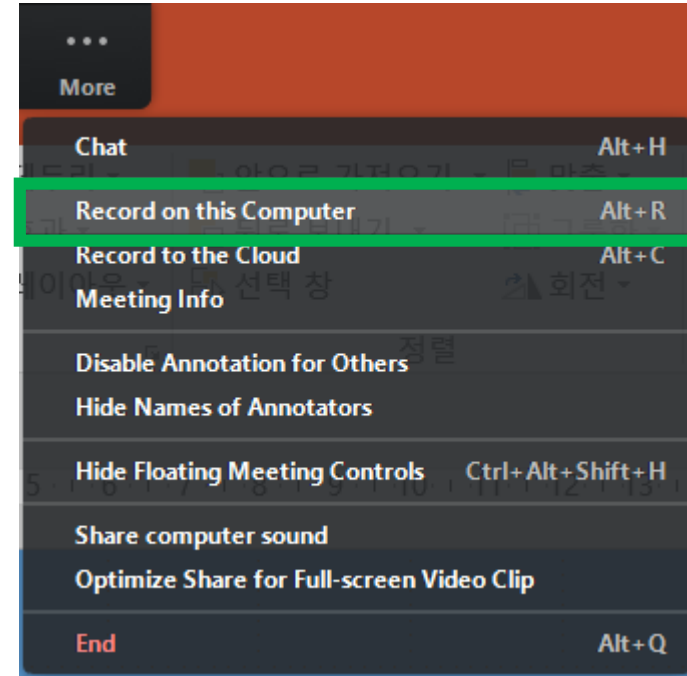
1. Select a screen to conduct the lecture.
2. After making your selection, click the **[Share]** button.

# 4-3. Zoom Recording

1 After click the **[More]** button,

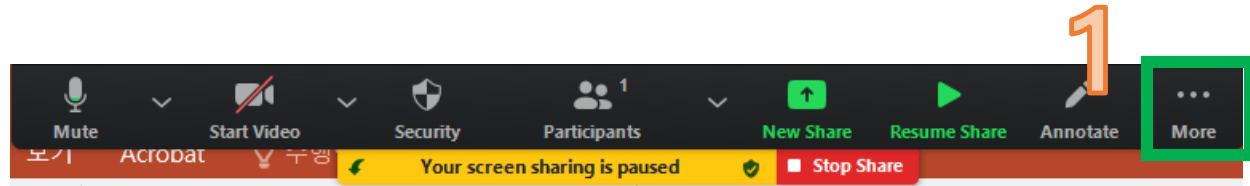


[Sample screen]

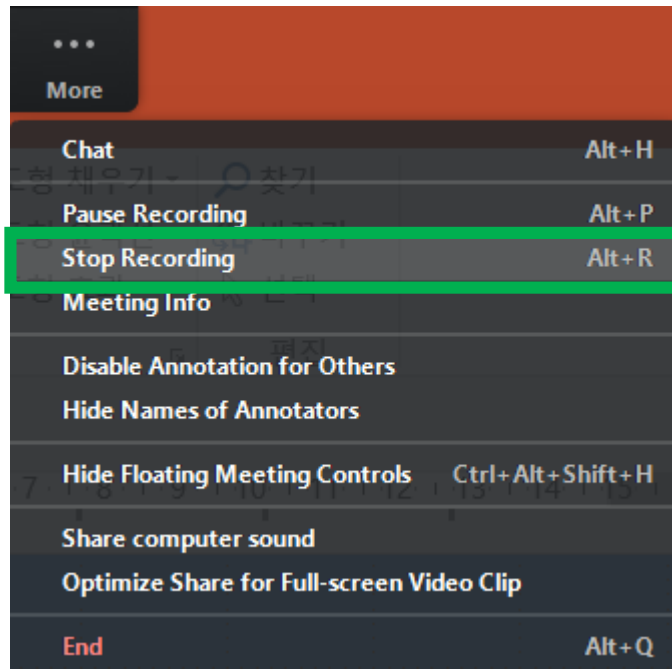


2 Click the **[Record on this Computer]** button

## 4-4. Zoom Recording



2



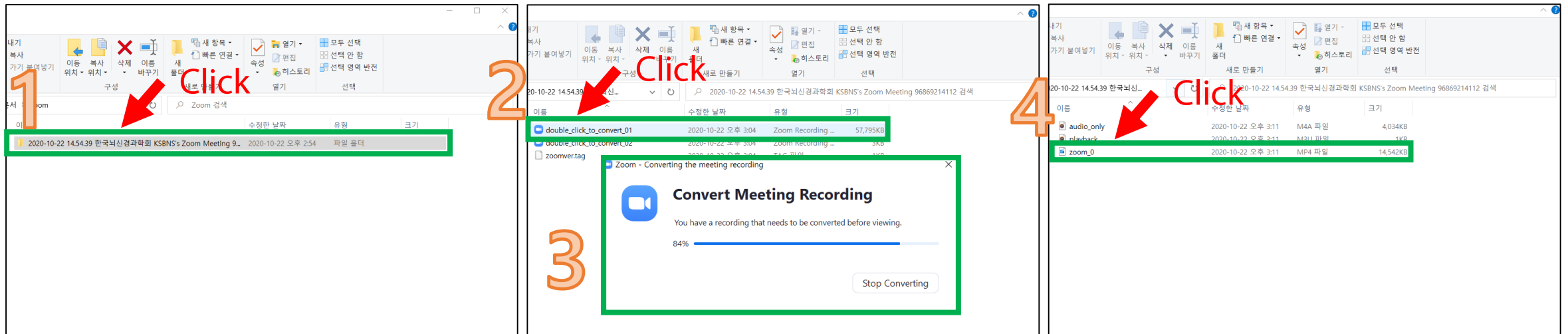
1. After recording starts, if you want to finish recording, click the [**Stop Recording**] button. (The recorded video is automatically saved.)
2. Click the [**Pause Recording**] button if you want to stop recording for a while and resume recording.



# 4-5. Zoom Recording

## ❖ Recording file location

[My PC]-[Documents]-[Zoom folder]-[Click the recorded file]-[Convert to MP4 file]



# Zoom Discussion

— 5 —

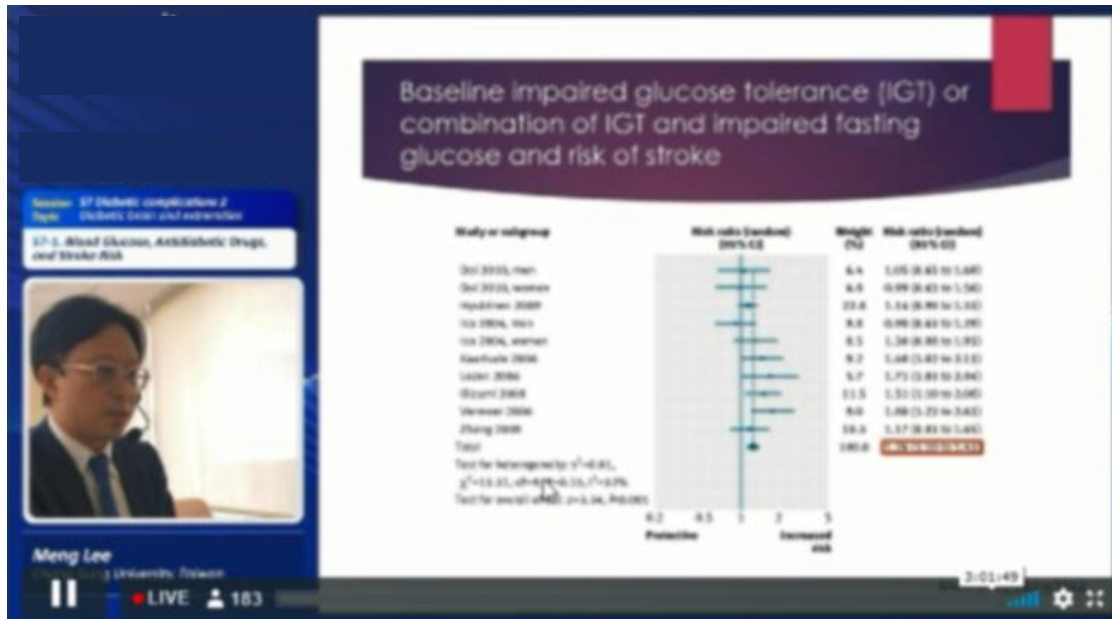
# 5-1. Zoom Discussion

[Live Discussion (Zoom)]

Through the lecture screen that the speaker lectures participants can have live discussions.

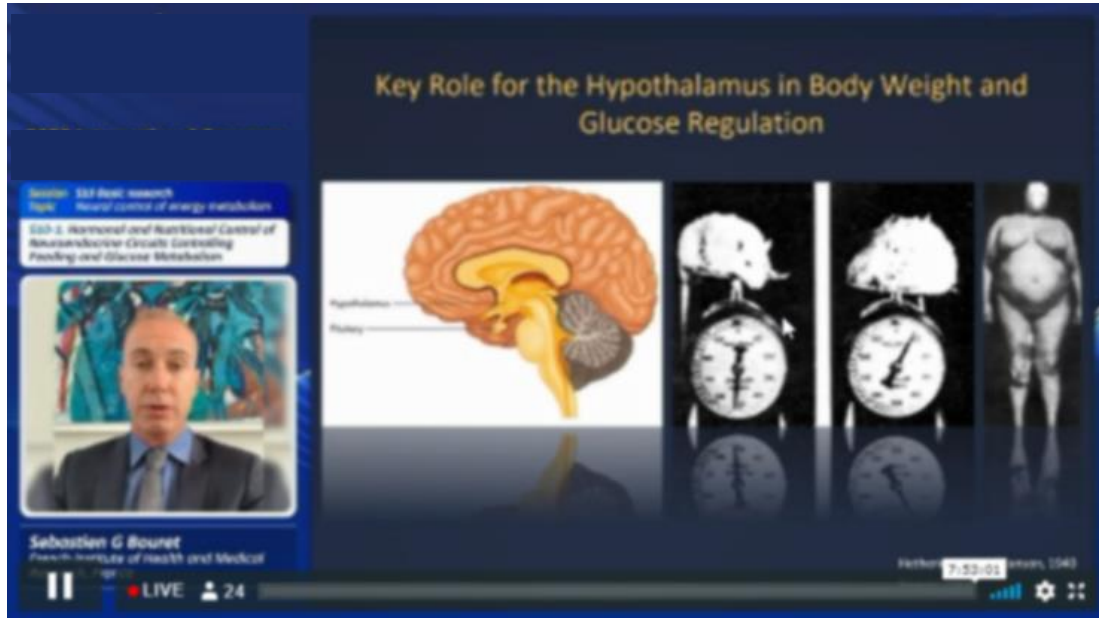
After rehearsing **about an hour before** the start of the lecture When you finish [Presentation / Discussion],

You can keep waiting at the Zoom conference Or you must enter **10 minutes before** class starts after leaving the room.



[Platform transmission video sample]

# 5-2. Zoom Discussion



[Platform transmission video sample]

[Notes for live discussion (ZOOM)]

Please check the list below in advance to ensure smooth progress.

1. Headphones (PC 3.5mm) and microphone [Earphones are also available.]
2. Use **Chrome**, not Internet Explorer. ([www.google.com/chrome](http://www.google.com/chrome))
3. Internet speed is important.  
We recommend **wired Internet (LAN)** instead of Wi-Fi.

**Thank you**