

FOR ANY QUERIES OR SUPPORT, PLEASE CONTACT:
RICK HAMMET rick@elearningsys.com / BRENTON NESTLER Brenton@FLYINGmanta.co.za

Logistics

1 Access Zoom

if you have not accessed before:

- ❖ Install the Zoom app via the Zoom Website or relevant app store.
- ❖ Speak with your IT Dept if needed for help getting set up, and to check if Zoom is whitelisted or blocked in your workplace's network environment.

2 Book a meeting room

or secure a quiet space away from the bustle and noise:

- ❖ Make sure there's an electricity plug point and remember to bring your laptop charger
- ❖ Make sure there is sufficient internet connectivity available in the space you'll be using WIFI or LAN plug connection. Make sure to have a network cable if you need to plug in.



3 Plan for extra time ahead

connect to the session at least 5–10 mins before the scheduled start time:

- ❖ If you need to install / re-install the app, OR if it needs to run an update (which happens often); This may take several minutes, especially if multiple people are connecting to do this simultaneously.
- ❖ Any tech issues can be handled, and all participants can be set up, connected, settled and comfortably ready for the session to start on time.

5 Best if everybody have their own set

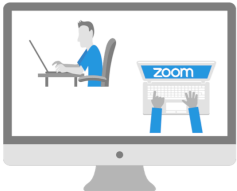
If several colleagues are intending to meet in a shared room, it's ideal to all have one's own device, and headsets, OR

- ❖ If planning on sharing a laptop, or projecting onto one screen, position it and yourselves so all have access to the screen, keyboard and camera, AND make sure that all can be as close as possible to the device's microphone when speaking, OR,
- ❖ Have individual laptops and dial in on ONE, shared Conference / Speaker phone, and switch off individual computer audio connections, to avoid feedback & echo loops.

4 Best accessed with a headset


Zoom is best accessed on a laptop or computer with a headset or with onboard / external speakers and microphone, or laptop for visuals and telephone for audio.

For best audio / visual and interactive experience:



Laptop / computer with onboard camera and a headset is best.

Full access to the content and interactivity tools and be seen clearly.



You can connect via tablet / mobile phone app.

NOTE that this limits / excludes many of the interactive tools. This may restrict your ability to fully participate.

Audio:



How to hear clearly with no headset:

- ❖ If using laptop or mobile device speakers, make sure that they are loud enough to hear clearly.
- ❖ You can also use just earphones that can plug into your device (eg. the ones that come with your mobile phone or MP3 player), and the microphone on your laptop.
- ❖ You can also use plug-in external speaker and microphone.



How to be heard clearly with no headset:

- ❖ Using laptop or mobile device microphone, make sure to lean in / sit close to the device when speaking to be close to the mic.
- ❖ If dialling in via a phone, while viewing the meeting separately on laptop / mobile device, a speakerphone is ok to use, as long as you position it very close to you, and you are not in a busy / noisy environment that brings a lot of background noise.



Using a Speakerphone:

- ❖ When using a speakerphone for one or more participants make sure to position it so everyone is as close to it possible,
- ❖ OR make sure to lean in close to the phone or move the phone as close as possible to whomever is speaking so that you can all be heard clearly.

First Prize is for everyone to use a headset with integrated microphone, for optimal ability to hear and be heard clearly, and to minimise noise from your immediate environment.



Self-manage mute / unmute

Be on mute when not speaking / unmute only when speaking.

