

Easy steps for your online meeting

Internet connection and software

Please make sure:

- You have a good internet connection (wired Ethernet is preferable over Wi-Fi).
- You are not streaming or downloading heavy files during your call.
- On Windows, please restart your computer on the day before your meeting to make sure all automatic updates are installed.
- Please install the latest version of [Zoom Client for Meetings](#) or update your existing version if already installed.

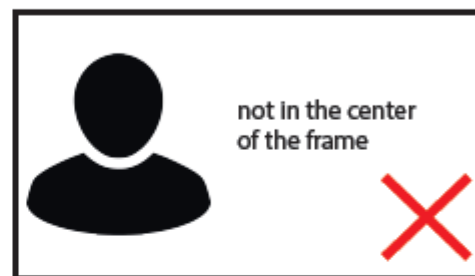
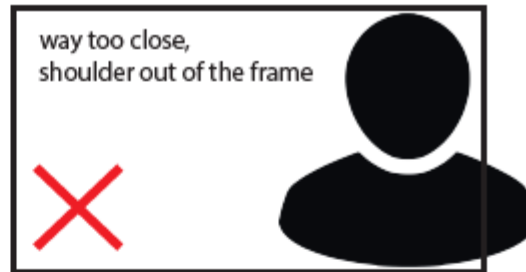
Microphone

- Please use an external microphone (a computer headset with a boom microphone, a compatible phone headset with a 4-pole TRRS connector (jack) if your computer has a combined 1/8-inch (3.5 mm) connector or a dedicated USB microphone) and headphones.
- External microphones are normally superior to built-in ones and perform better capturing less room noise.
- **Please make sure there's no noise in your room (like that coming from air conditioning systems, fans, open windows).**
- Your smartphone and the included headset are a good back-up solution in case your main device fails.
- You can do a test recording using Zoom and make sure you have the right audio input enabled (*Settings -> Audio -> Test Mic and Test Speaker*).
- **Please mute your microphone in Zoom when you are not speaking and remember to unmute when you want to speak.**
- Two or more active users with microphones on in the same room may create an echoing effect. Please take turns and use a single microphone in a shared environment.

Webcam

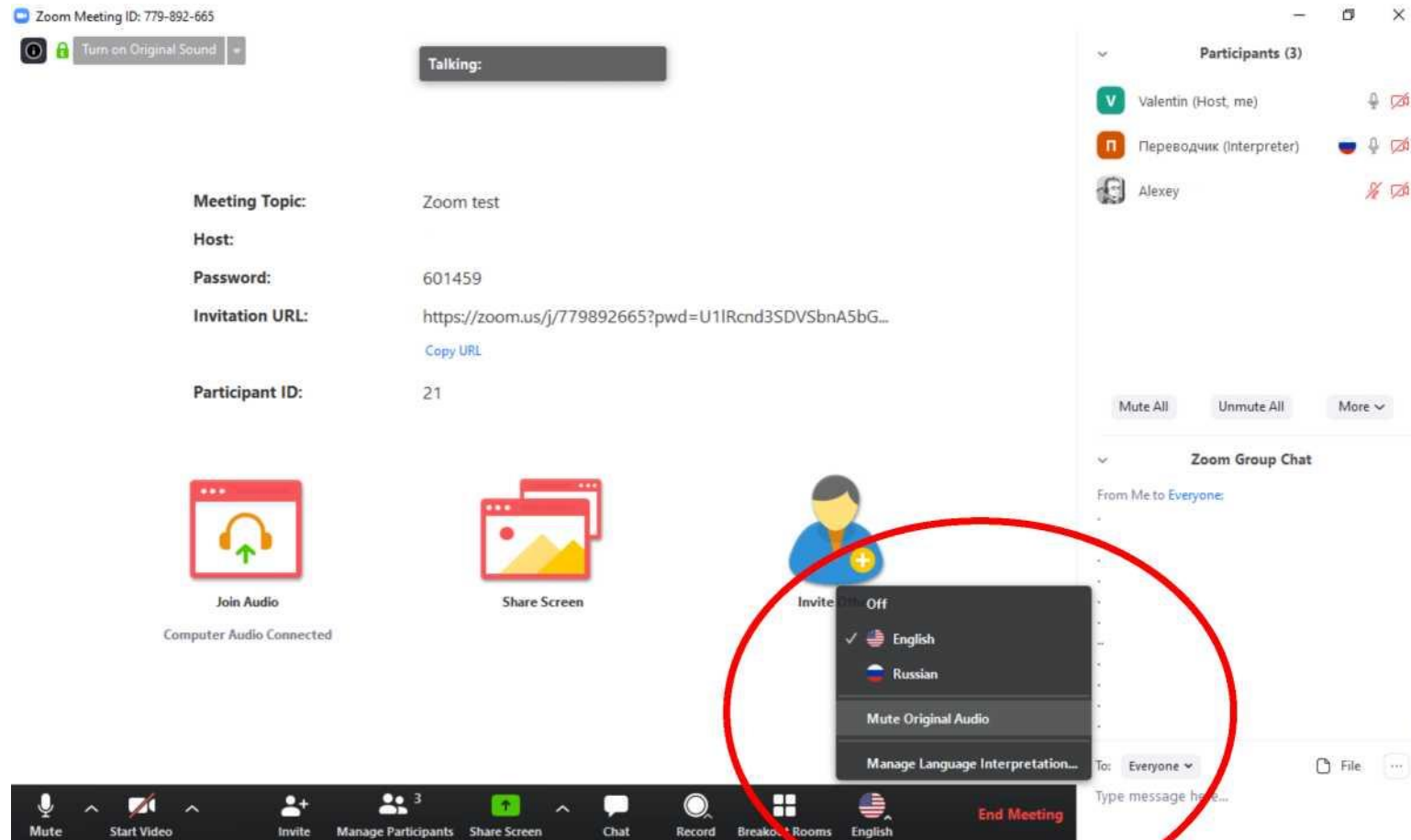
- For the best audience experience, please use a neutral background and adequate light sources.
- Sometimes it's best to switch off the main ceiling lights and use a lamp.
- When you have enough natural lighting you can sit in front of a window and get the best exposure with natural looking colors.
- You can test your webcam in the Zoom interface (*Settings -> Video*) and adjust the camera position (see **Microphone**).
- Please run all tests with the actual setup you will be using.

How to present in front of a webcam

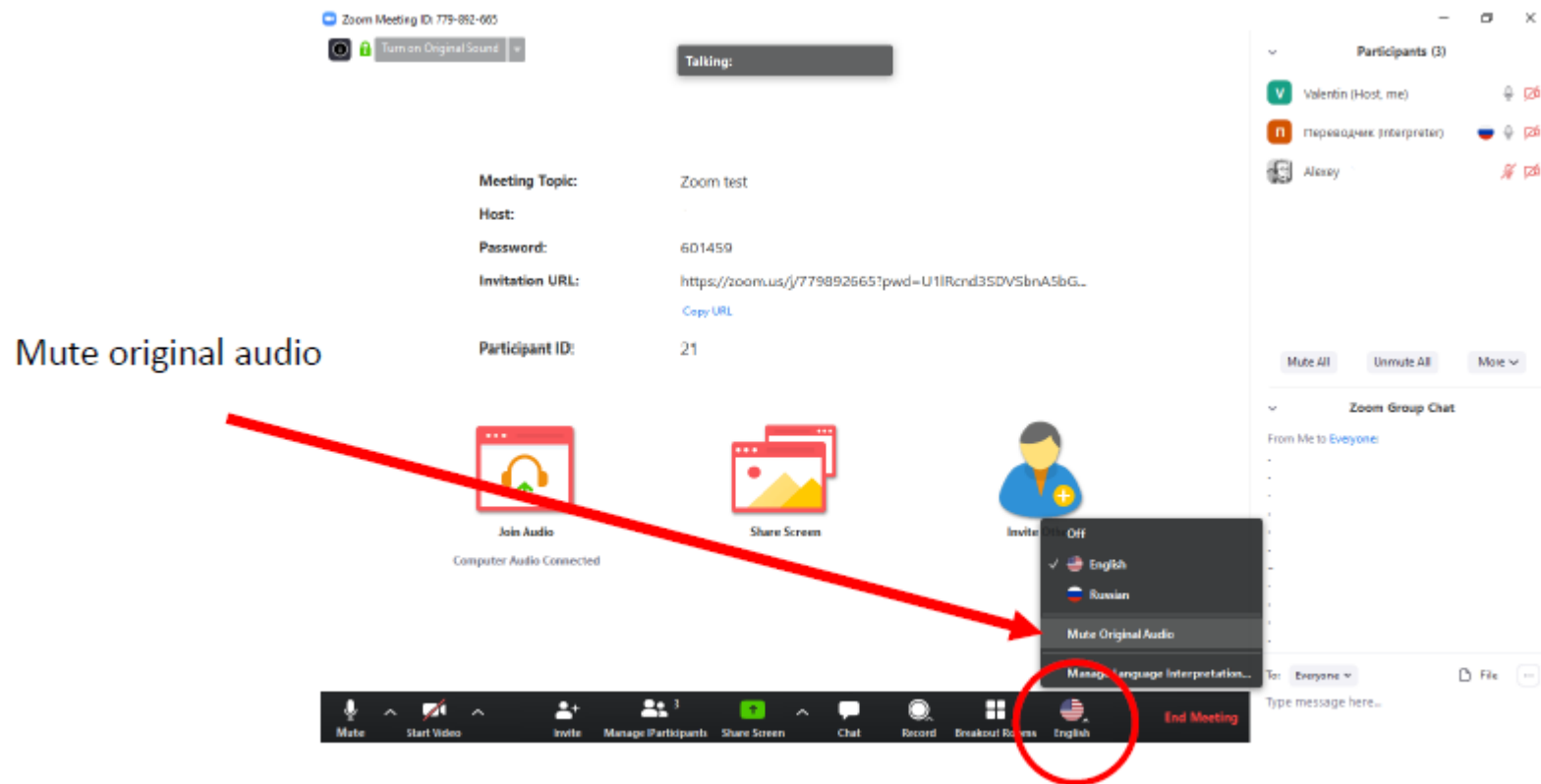


Simultaneous language interpretation via *Zoom.us*: a quick-start guide for those who require interpretation

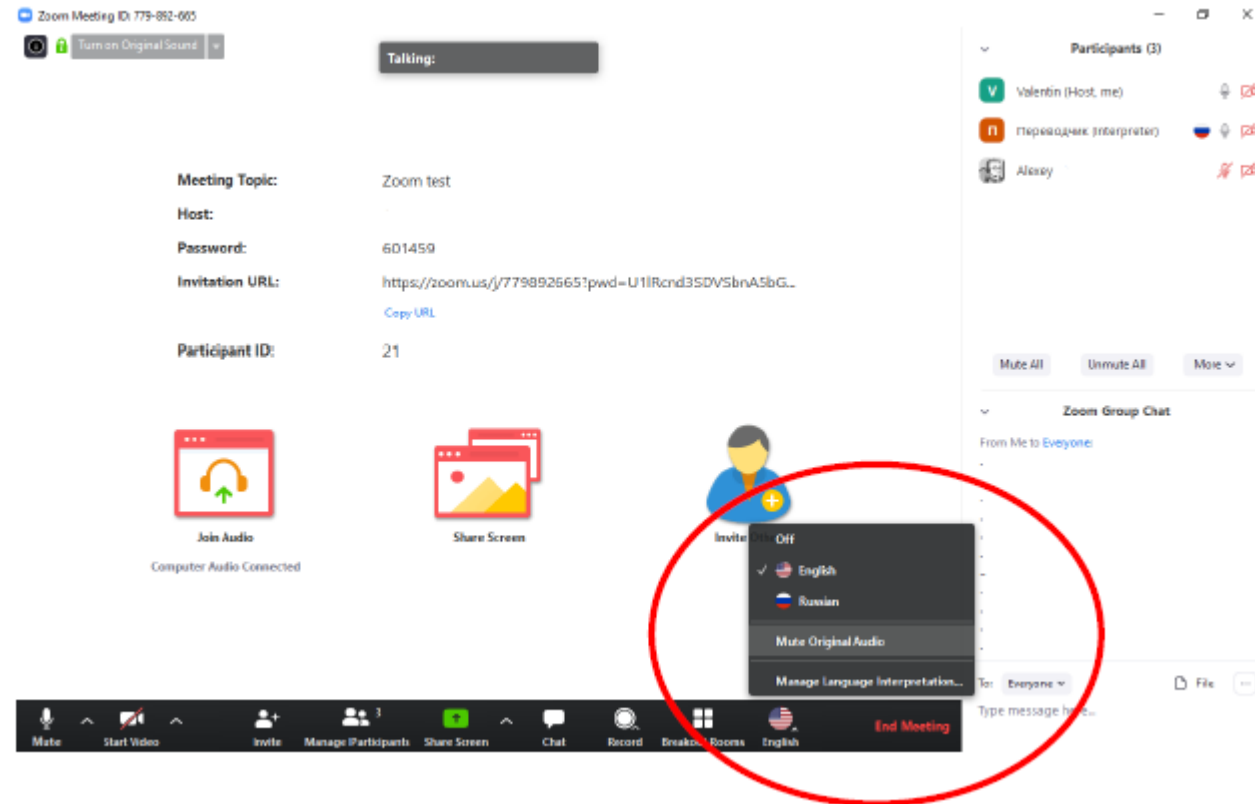
User interface: you can follow one of the interpretation channels with or without the floor (original) in the background



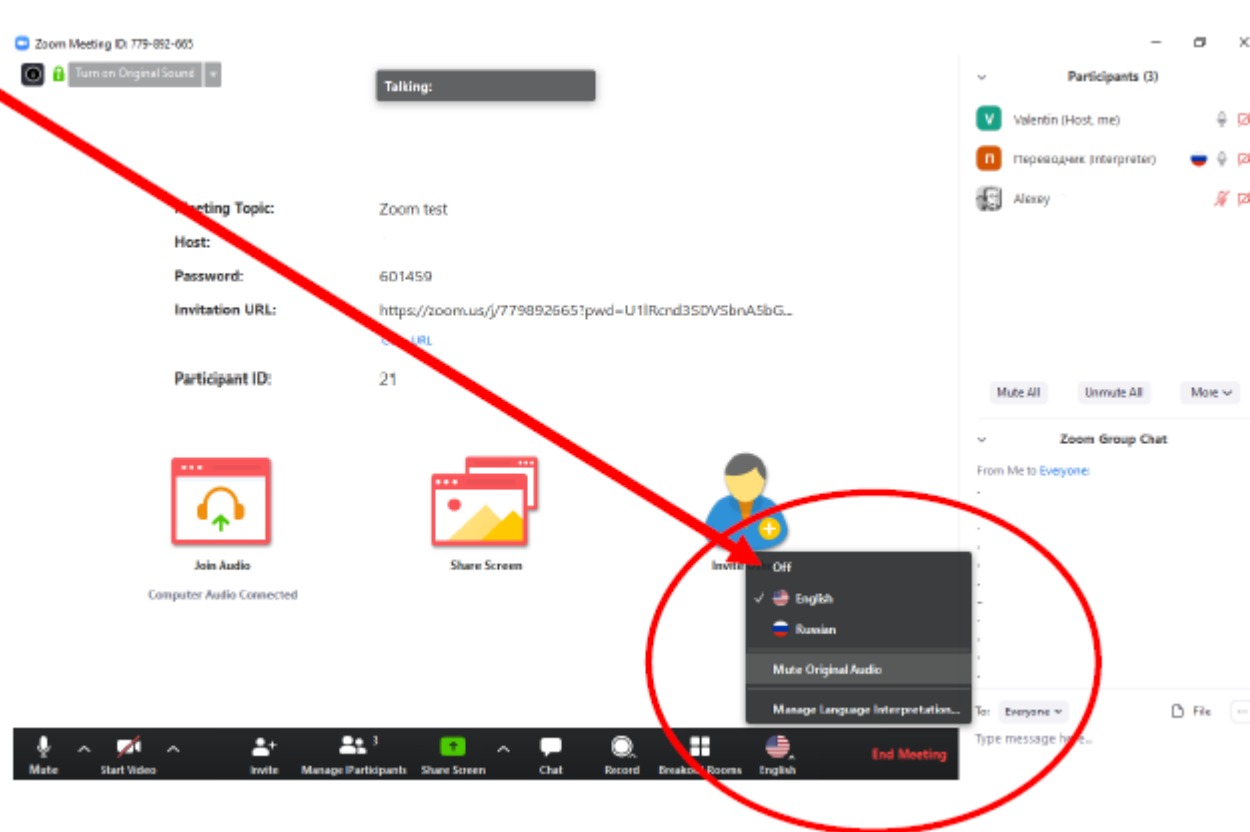
Users who require simultaneous interpretation can select their preferred interpretation channel in the Interpretation menu (see the globe icon or the national flag icon). You can also mute or unmute original audio. When the original audio is muted, you can only hear the interpreter's voice. Original audio is **available** by default.



Bilingual users who do not require interpretation as such may want to ignore this function and follow the floor (original) channel.



To switch off the interpretation and return to the original channel (Floor), please select **Off** in the interpretation menu.



Zoom help page

For more information on simultaneous language interpretation, please visit the official help page:

https://support.zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars#h_6802bbbc-2ec9-47cb-a04c-6aac35914d82

Please make sure you have the latest Zoom version.