



Smoky Mountain Amateur Radio Club

W4OLB

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Zoom Teleconferencing

Background: The SMARC plan for our next meeting is to utilize Zoom teleconferencing and our local repeater for audio. We have been trying this out on our morning nets, if you would like to join in. To get ready, please go to your computer, tablet or smart phone and pre-load Zoom.

1. Go to zoom.com and install or find the Zoom APP and load it. You will need to establish an account name and password, which will be the same for all devices.
2. You will see an email invite from Tom (WB7TLW) before the meeting time which will contain a meeting ID and password. There will also be a URL you can click on and it will open the session, not requiring the ID or password.
3. If the Zoom session does begin to setup, you may need to open it like other software and enter the session number and password manually.
4. As the session opens, you will see the message where your device is requesting the person who created the email allow you to enter the session.
5. Your session will then set-up, you will see the others on the conference and hear them. Others will not hear or see you until you unmute your mic and turn on your camera.
6. If you have problems, then get on the repeater and request assistance. We are asking you to do this at least 15 minutes before the meeting start time. Actually, we will have others on the call up to an hour before to help.
7. For the meeting, our plan is to not use Zoom audio but rather the repeater for the audio and Zoom only for the video. So, please, once you are up and running:
 - a. Turn off your speakers.
 - b. Do not turn off your device mic.
 - c. Not turning off your mic allows the Zoom software to switch up your video when you are speaking. Remember, we are using the repeater for audio.
8. For normal Zoom use it is easy to use the computer microphone and speaker with the option of defaulting you mike off and then use the space bar for Push to Talk operation.

Notes:

- > If using your computer, you will be able to see all of the participants simultaneously if you choose that mode or the screen will just change to the person talking. This is an option in the upper right of screen.
- > If you are using a smart device (phone or tablet), you will need to swipe left and right to see the various participants as the screen is may be too small to see multiple images.
- > During the meeting, our plan is to allow the presenter to send their Power Point images to you screen and he/she will be talking. During the Q/A session we will follow normal net etiquette, process and procedures.