

BEDI FOUNDATION

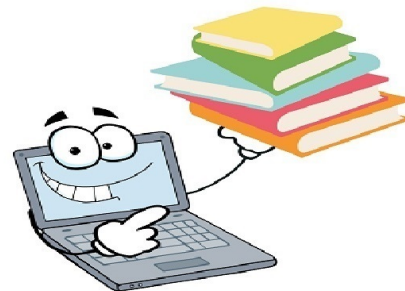


Operating Instructions for the School Staff for Joining an E Class through Zoom Application

Getting the System Ready

- Switch on/ Power on the UPS (this is kept below the TV - in a wooden box)
- Switch on the TV display using the Power on switch / TV remote (red button).
- Switch on the CPU (button is visible on the front side of the CPU)
- Once all these three units are Power ON, the display will show the "Windows".
- The display will show the USER name (DBN)
- Below this, The password box will appear, wherein you have to key in (123456).

When the above steps are completed, the System is ready to use.



Steps for Joining the Offsite Tutor for E Class through Zoom.

Step by Step Instructions

Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

If joining from a mobile Device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store

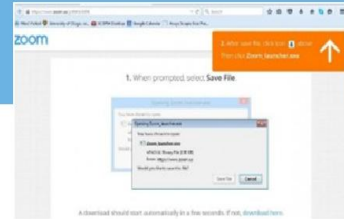
If joining from a computer

When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

This process is easy to complete on all commonly used browsers. The examples below are shown using Mozilla Firefox and Google Chrome.

Mozilla Firefox

Click 'Save File' and follow the instruction in the orange box



Google Chrome

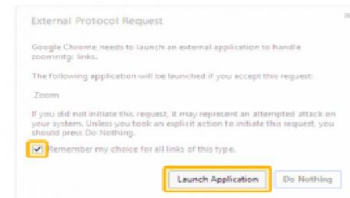


Google Chrome should automatically download the file and point to it as shown above. Clicking on the Zoom_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation. If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the 'Remember my choice...' option box and then click 'OK'

When prompted, select **Launch Application**.

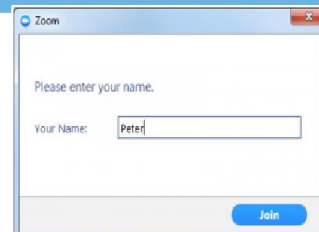


If nothing prompts from browser, try again or download & run Zoom.



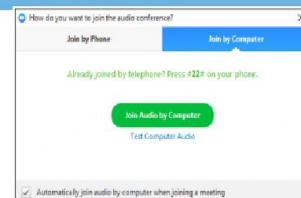
If nothing prompts from browser, download & run Zoom.

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting and is not connected to your University username.



Join Audio via Computer

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by



Raising Your Hand

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

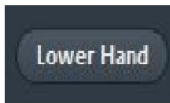
If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



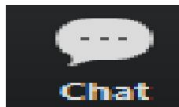
If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.



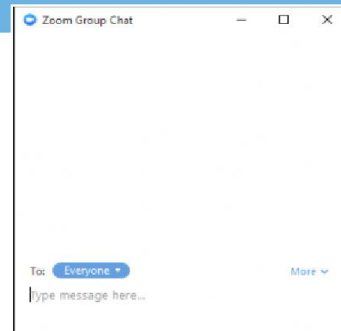
Using Chat

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.



Audio only

It is possible that during the conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth.

To do this simply click on the camera icon at the bottom of the Zoom window.

