

BRIEFING

Pre-Recording via zoom (11 January 2021)

zoom room: zoom.us/j/96960597396

zoom App: Meeting-ID: 969 6059 7396, Passcode: not needed

Login and installation

You received an invitation link to the zoom room as well as a meeting ID. A password is not needed. Click on the link and follow the instructions on the screen. zoom will install itself on your computer or, if it is already installed, open the corresponding meeting. If you have access to zoom yourself and would like to use it, open zoom, select “Join”, and enter the ID. Please use your real name if you dial into the meeting. Our moderators must be able to identify you when you dial in so that they can connect you.

Location

When logging on, please make sure you are in a well illuminated room, ideally in front of a neutral white wall without any decorations. Please avoid patterned clothes.

Illumination

Use a light source in front of you. Make sure there are no shadows in the background and do not use any illumination from behind.

Camera

If your camera is still switched off, switch it on using the camera button. Please use a clean camera with a resolution of at least 720p. Choose the right space between you and the camera (at eye level). Use a laptop stand or even books to find the right angle.

Please refrain from using virtual backgrounds as there could be copyright concerns. If you are required to use a particular background for presentations, please let us know beforehand.

Audio

Please use a quiet room without echo when recording and eliminate every background noise from open windows or doors. Make sure you are using a wired headset.

The meeting will begin, and you will be requested to join via the computer audio. The system will first run a test. Check if you can hear the ringtone and confirm by clicking on “Yes”. If you do not hear any sound, please check if your volume is high enough or if you can select another output device (monitor with speakers, headphones, internal speakers, etc.)

Then check your microphone. The system will repeat your input with a time delay. If you don't hear anything, change the input device if possible (built-in microphone, headset microphone, USB camera microphone, etc.).

You can switch your microphone on and off using the microphone button. Speak loudly and clearly to the camera.

Presenting

You will start the presentation from your computer. Open your presentation. Click on “Share screen” in the zoom window. You will then see an overview of your monitors in the first row. Select the screen on which you can see your presentation. If you want to use multiple screens, check beforehand on which screen your presentation is presented in full screen. Zoom will show the screen number to be selected on the bottom left. If your presentation also includes audio content, select “Share computer sound”, otherwise please do not select this point.

Confirm by clicking on “Share”. Click on your presentation since it may have been set in the background, and briefly check if you can move forward. To return to the zoom menu, end your screen sharing by clicking on “Stop”.

Exiting the zoom session

You can exit the video conference only outside the screen sharing. To do this, click on “Exit meeting” on the bottom right in the video conference. If possible, please exit the meeting close to the end of your time slot.

Other information

If you call up other programmes during the video conference, you can also minimise zoom. zoom will now appear in a minimised window. To return to the full screen mode, move the mouse over the small window and select “Exit minimised video”.

Please close the programmes used parallelly or mute them.

Regardless of explicitly scheduled meetings, you can test the system requirements at any time on www.zoom.us/test.