ZOOM Meeting Manual Interpreter / Instruction Meeting

The International Symposium on New Refrigerants and Environmental Technology 2021

JRAIA / KNT-CB CO., LTD.

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Preparation / Notice

Internet connection

Make sure your internet download / upload speed is more than 10MB.
Use a LAN cable is recommended due to a stable internet connection.

PC equipment

Make sure your PC has camera, speaker and microphone.
Prefer to use "HEADSET".

ZOOM update

Please update the latest ZOOM apps. Current version is 5.8.0 (1780) as of 2021/10/3

[Trouble shoot : when zoom cannot move]
1. Confirm the network connection.
2. logout zoom and re-login.
3. Restart your device.

Emergency Contact
Secretariat（Kinki Nippon Tourist Co., Ltd.）
Mobile：+81- 80-2351-3063
JRAIA Symposium Registration Secretariat
TEL：+81-3-6891-9354

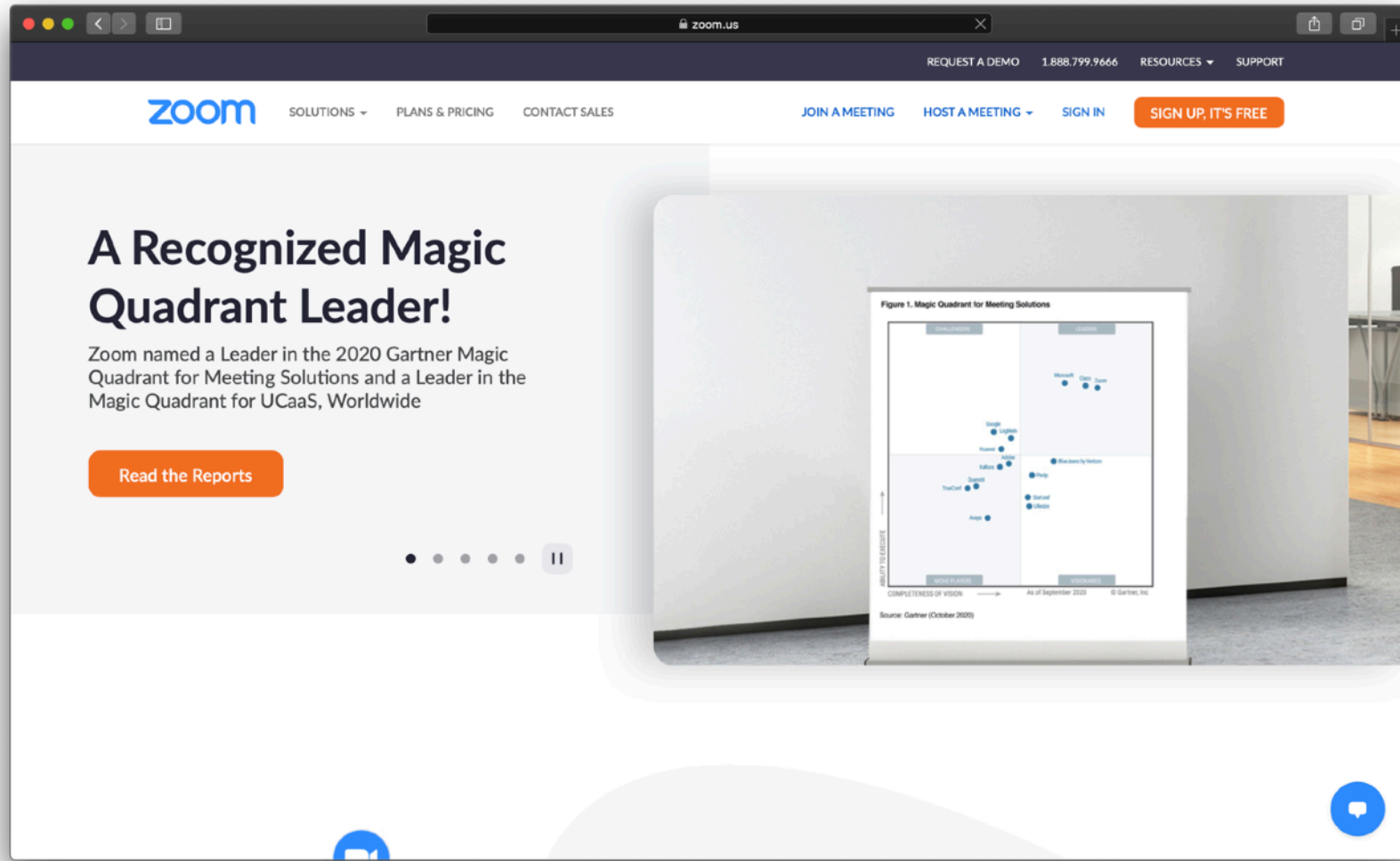**Notice : Please refrain from taking pictures and recording audio and video while watching webinar.**

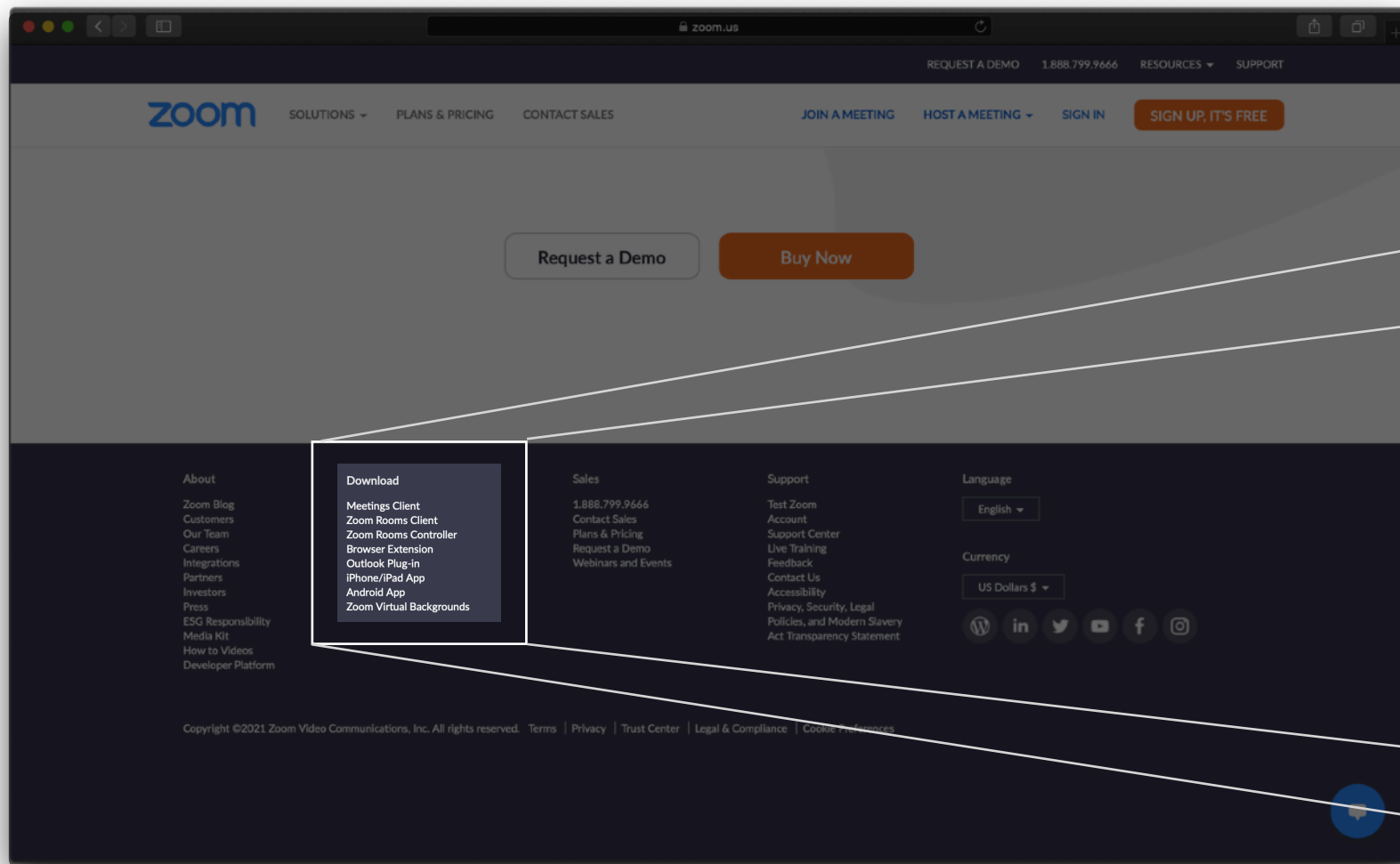**Please see the "Guideline for Participants" link as below:**
☑ https://jraia-symposium.org/Kobe2021/en/manual.php

Installing ZOOM apps

Installing ZOOM apps ［PC］

zoom URL：https://zoom.us

Download URL： https://zoom.us/download

Scroll Down

Click **Download** button.
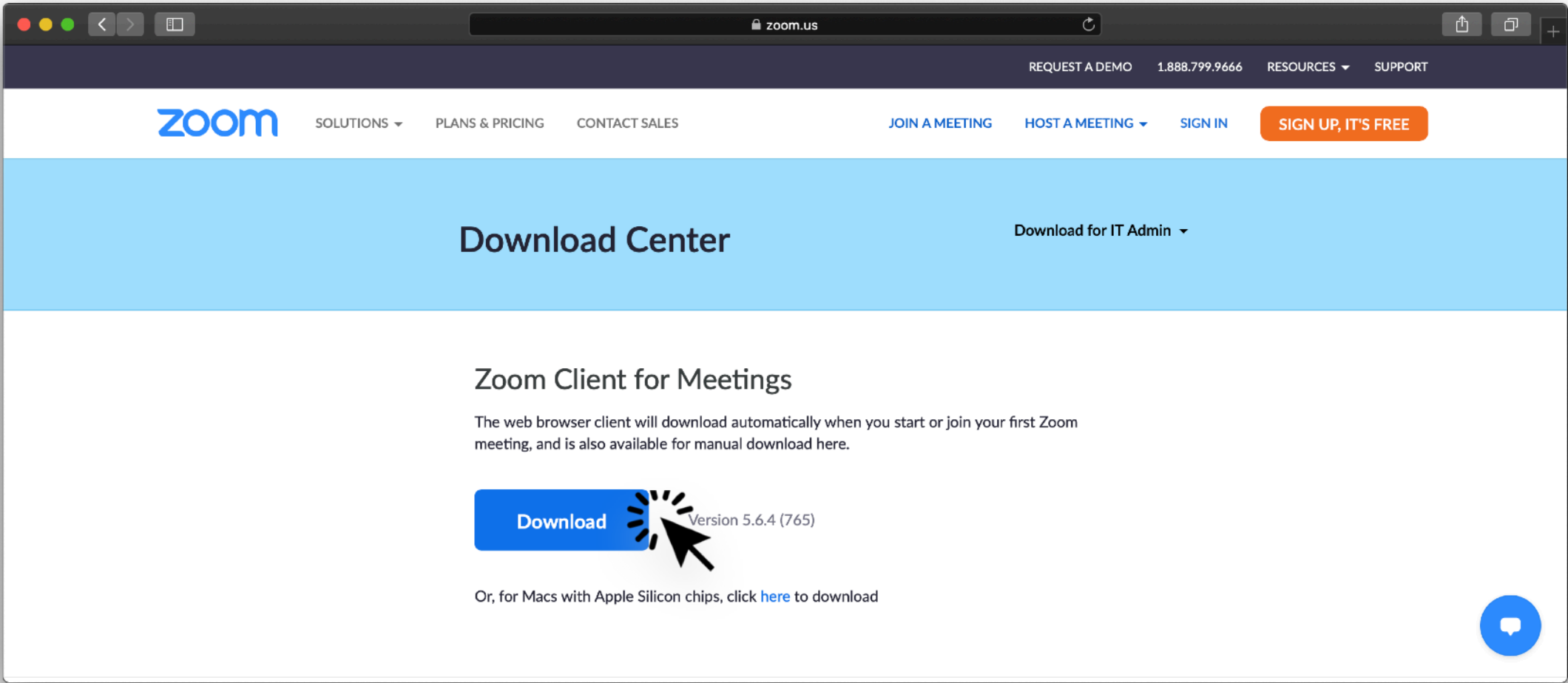
Download

Meetings Client
Zoom Rooms Client
Zoom Rooms Controller
Browser Extension
Outlook Plug-in
iPhone/iPad App
Android App
Zoom Virtual Backgrounds

Please installing zoom apps in your computer.

【IMPORTANT】
Make sure the version is latest.

※Current version：Version 5.8.0（1780）
　　　　　　　　　 as of 2021/10/13
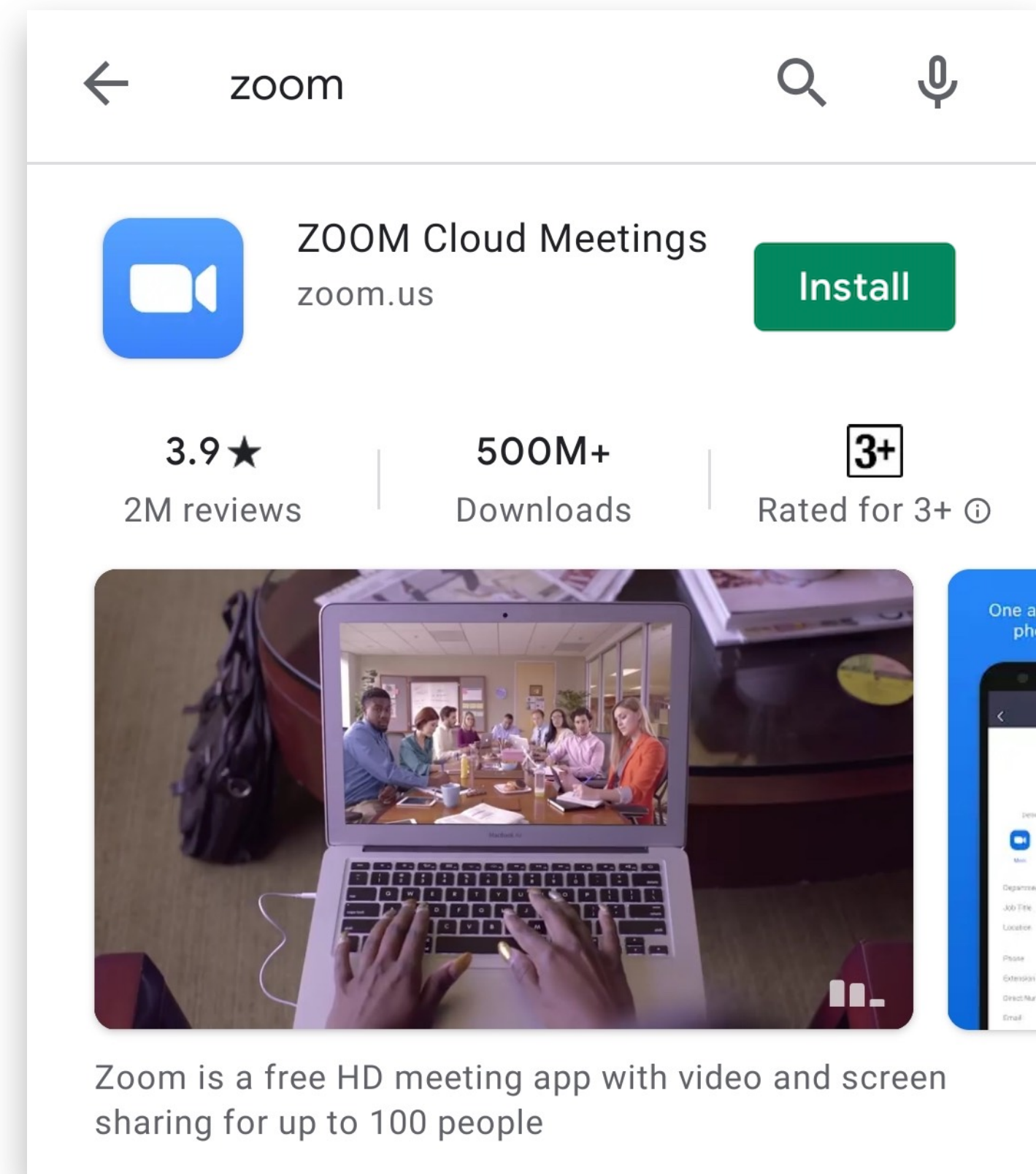
Installing ZOOM apps [Smart Phone / Tablet]

iPhone / iPad

Download the ［ZOOM Cloud Meetings］
@ Apple store

Android

Download the ［ZOOM Cloud Meetings］
@ Google Play

Participating ZOOM Meeting

Participating ZOOM Webinar

Access from the **URL LIST of "My Page"** to participate to the Symposium.

① Open the browser from the URL. (※ The display may differ depending on the type of browser.)

［Supported Browsers］

- Windows: IE 11+、 Edge 12+、Firefox 27+、 Chrome 30+

- Mac: Safari 7+、 Firefox 27+、 Chrome 30+

- Linux: Firefox 27+、 Chrome 30+

［Supported Operating Systems］

- macOS X with macOS 10.9 or later
- Windows 10*
    Note: Devices running Windows 10 must run Windows 10 Home,
        Pro, or Enterprise. S Mode is not supported.

- Windows 8 or 8.1
- Windows 7
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher

- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux（64 bit only）
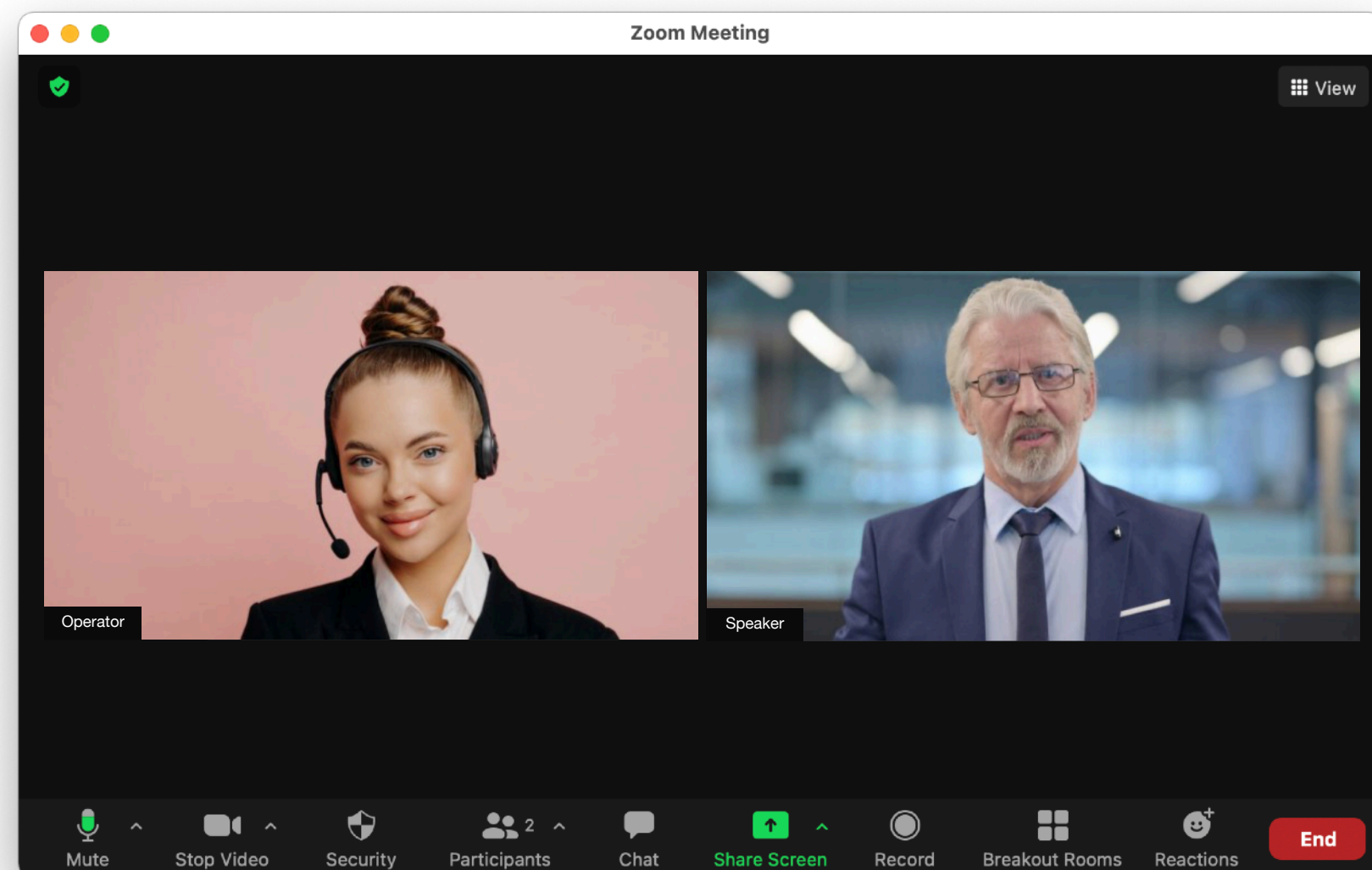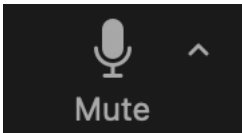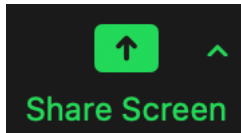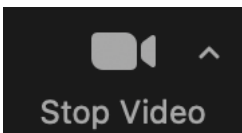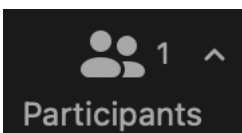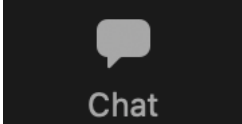
［Example: Safari］
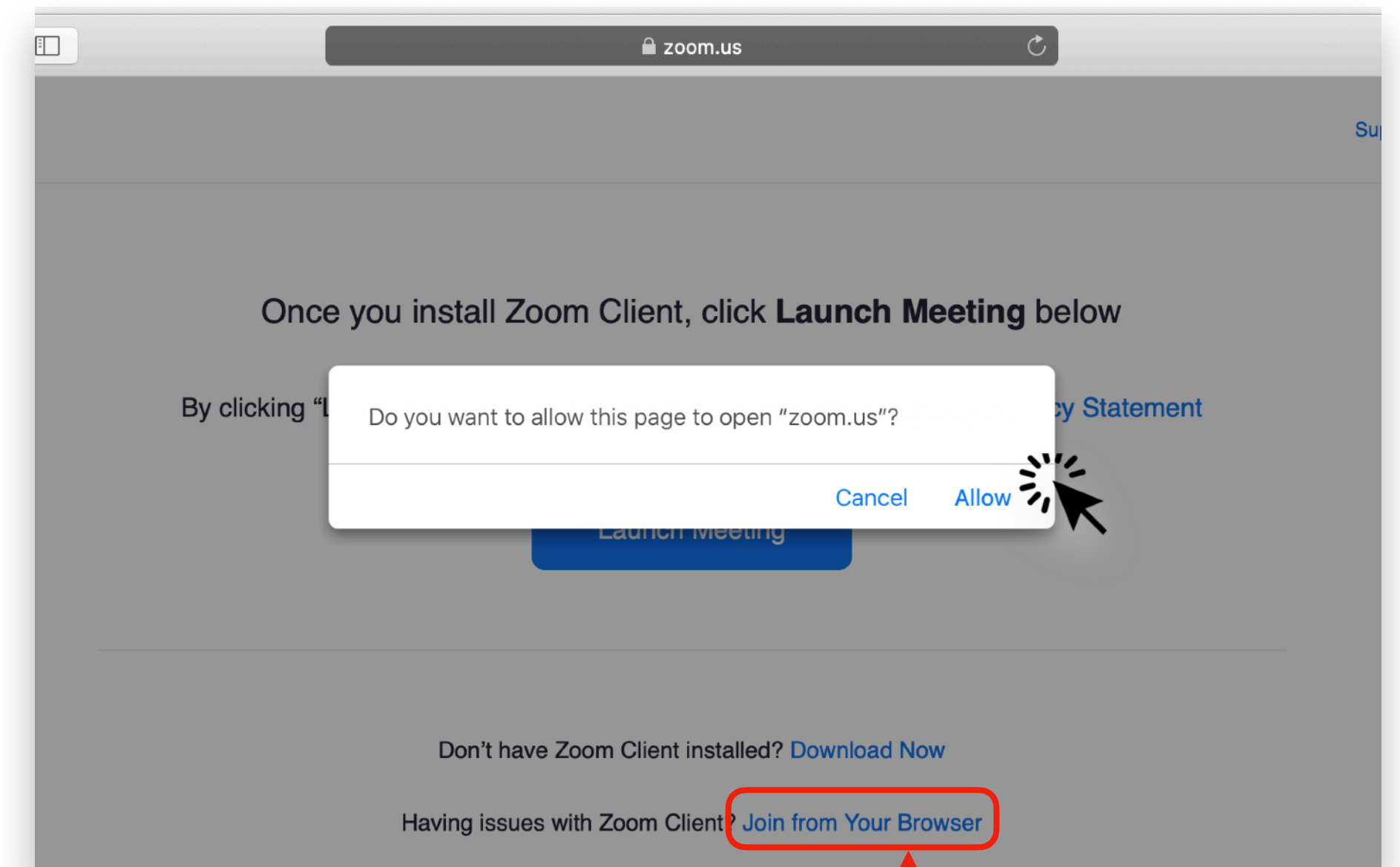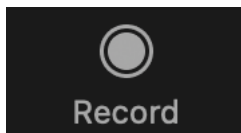
When you have issue with Zoom app then you may participate to zoom by browser. Please click [Cancel] and click [Join from Your Browser].
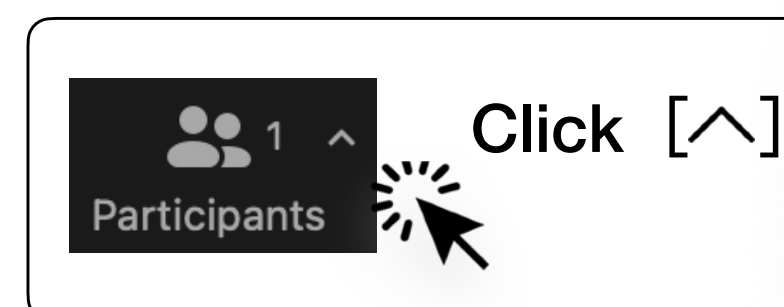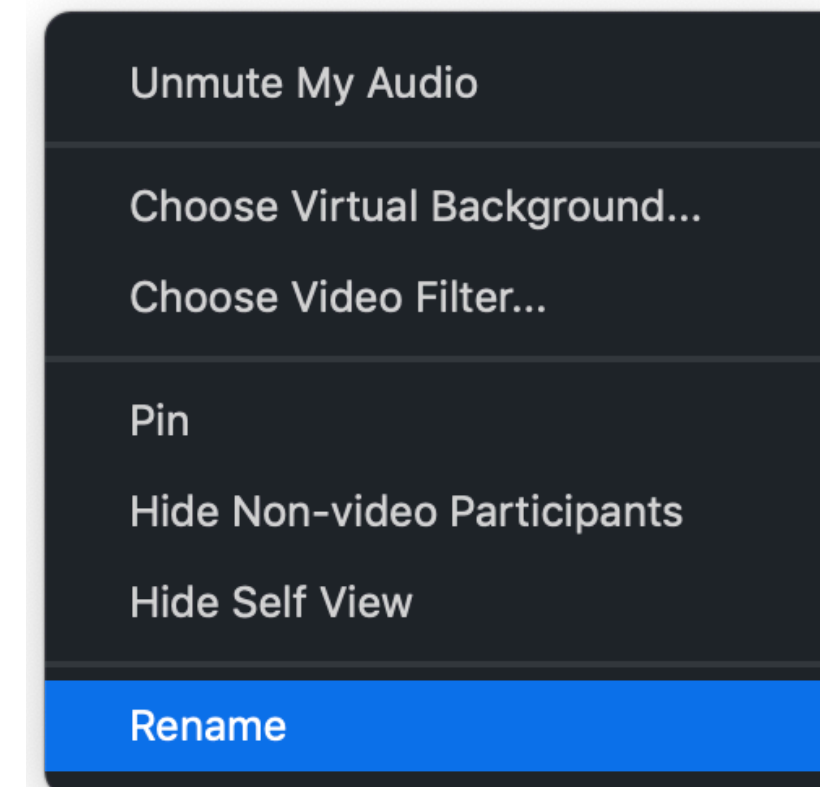
② Open the ZOOM Meeting

Zoom operator is standing by when you join the ZOOM Meeting.
※ If you do not see the operator, then the operator might be in the breakout room for Symposium Instruction Meeting. Please wait for a moment until the operator comes back.

Microphone ON/OFF

Video ON/OFF

See Participants

Send chat

Sharing your Screen

Not used this time

Breakout Room
See P. 11

Not used this time

③ Please change your name.

Place the cursor and click **···** .

Unmute My Audio

Choose Virtual Background...

Choose Video Filter...

Pin

Hide Non-video Participants

Hide Self View

Rename

Click 〔∧〕

Place the cursor.

Click **More∨** .
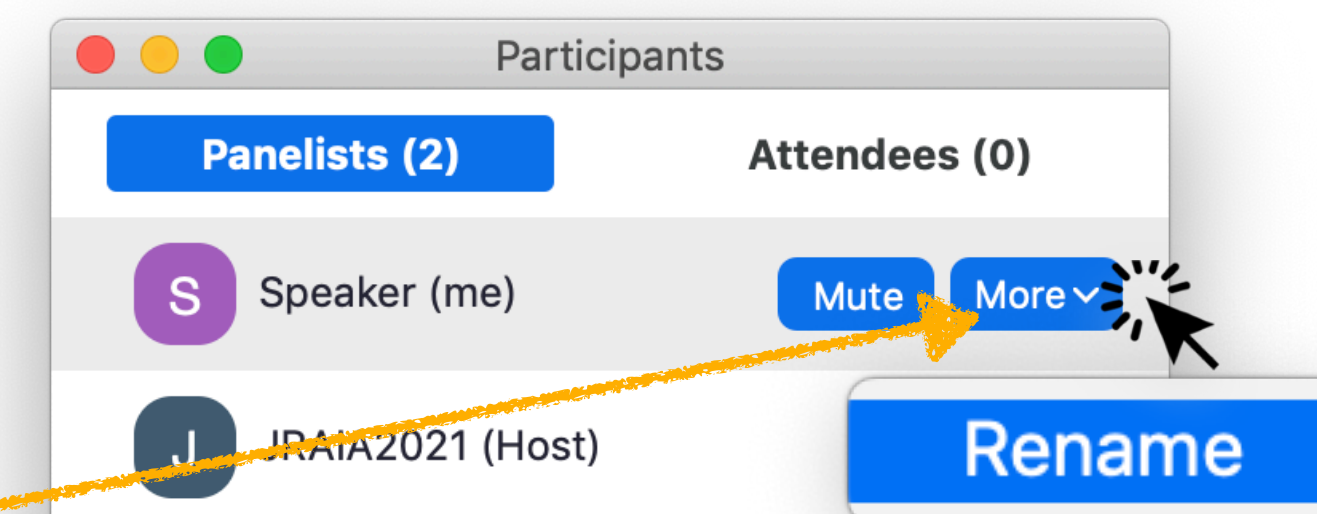
Rename

The name need to be written in English in the following order.

Name（Company Name）

【i.e.】 T. Kinki（Kinki Nippon Tourist Co., Ltd.）

【NOTE】
Do not need registration # or Paper # in your name at this ZOOM Meeting. Its for main Symposium Webinar. If you have zoom account, your zoom registered name will be shown automatically.

How to Join Breakout Room
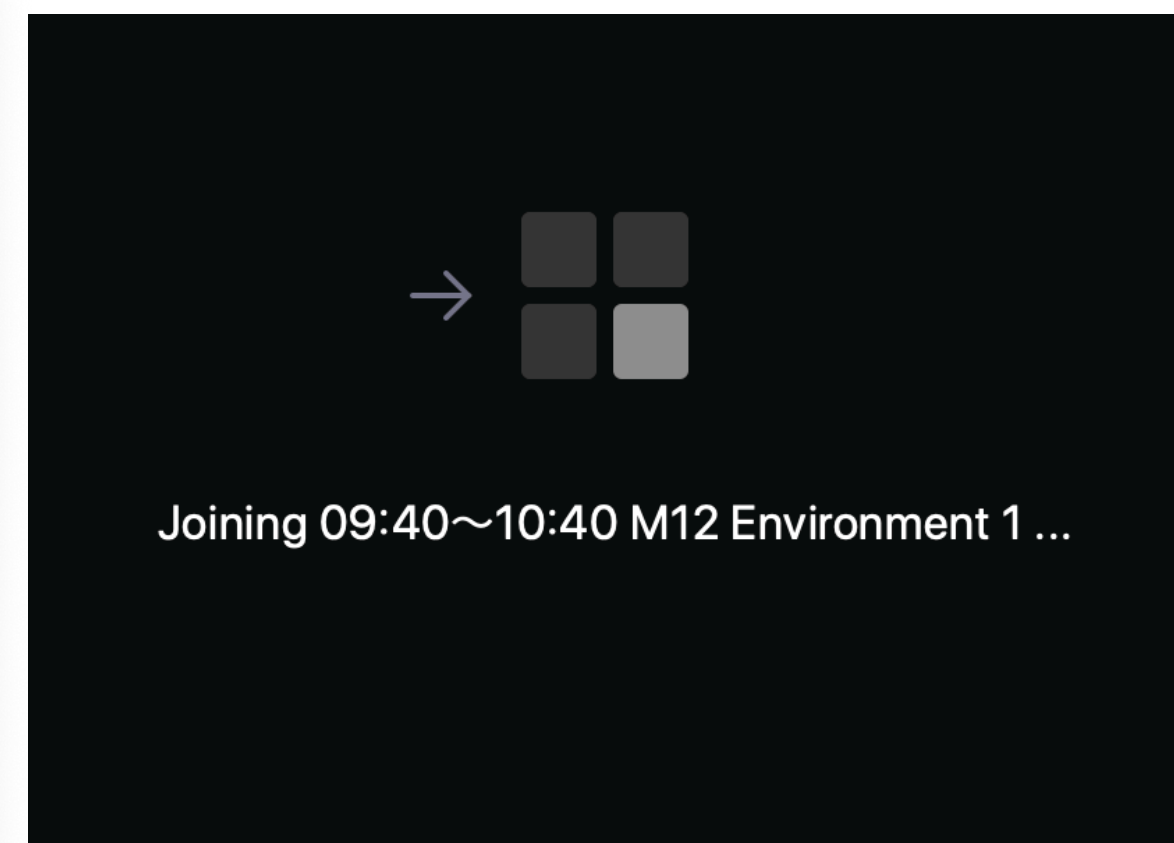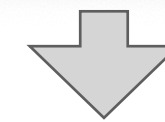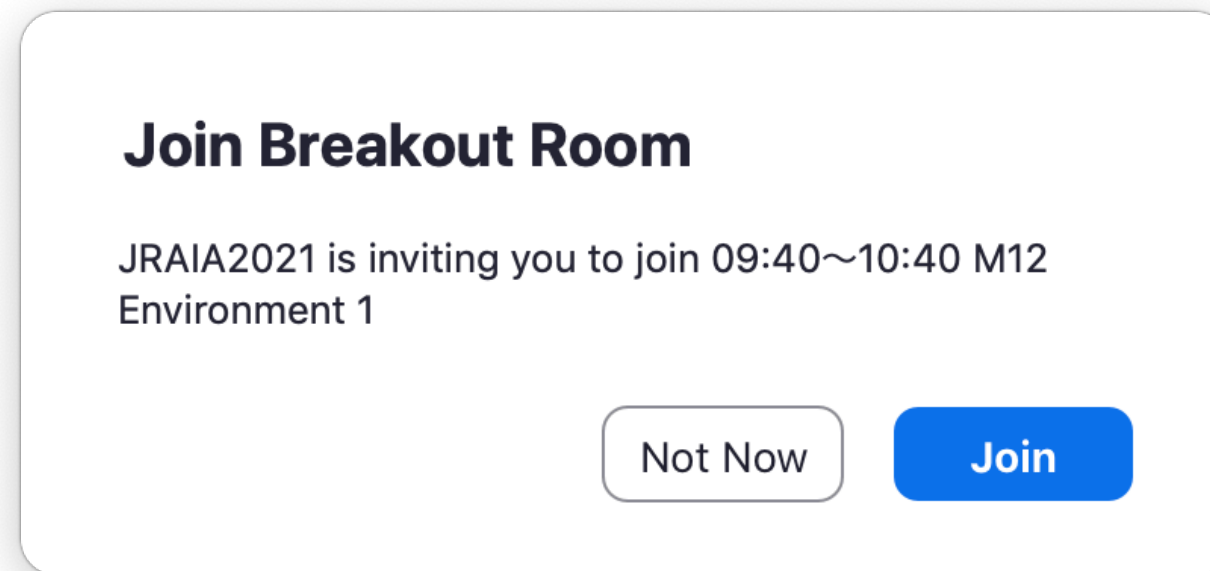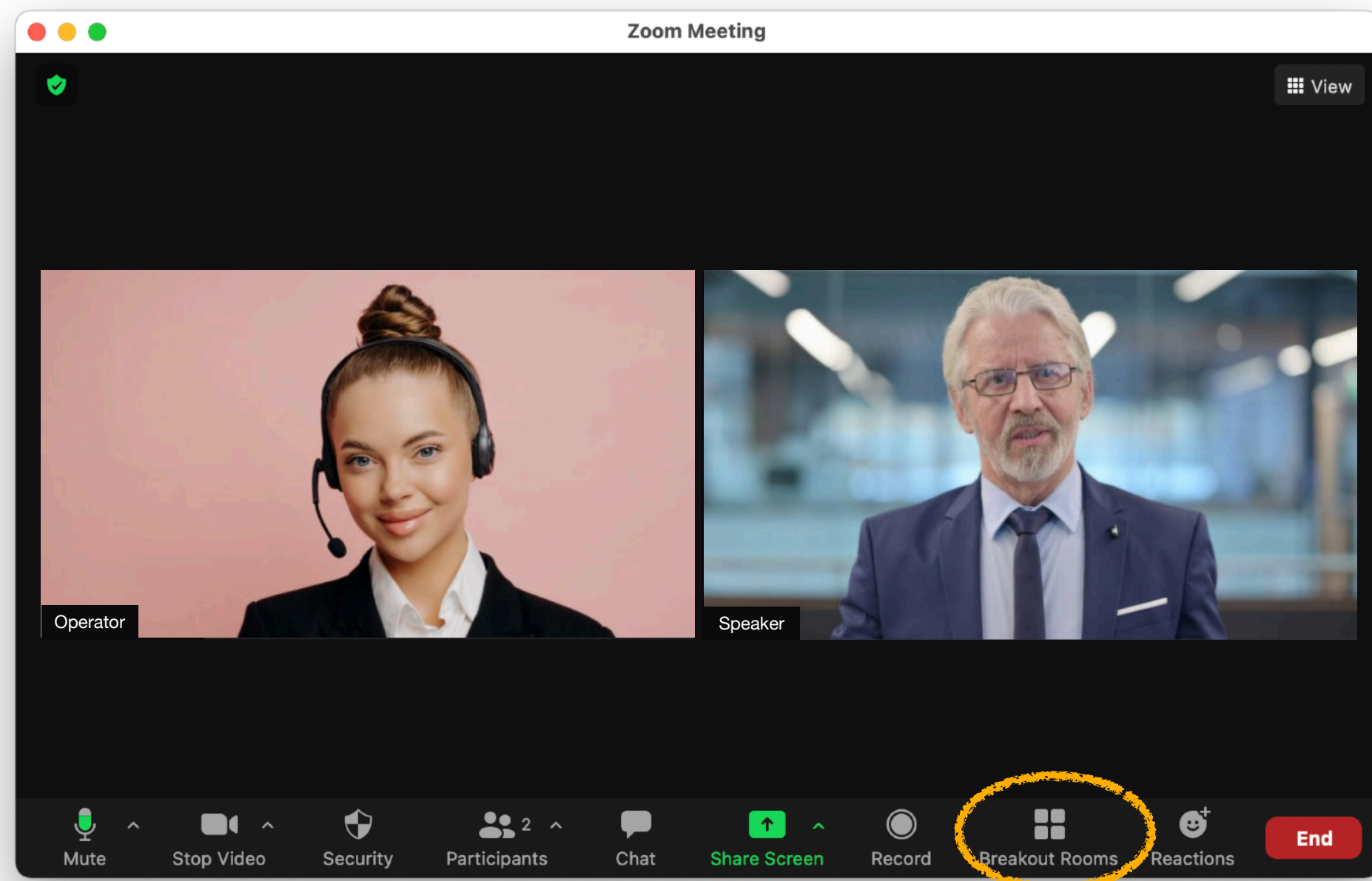
④ ZOOM operator will be taking you to the each Breakout Room.

There are several breakout room as right window box.The operator will be taking you to the
［Symposium Instruction Meeting］ or ［Interpreter Meeting］

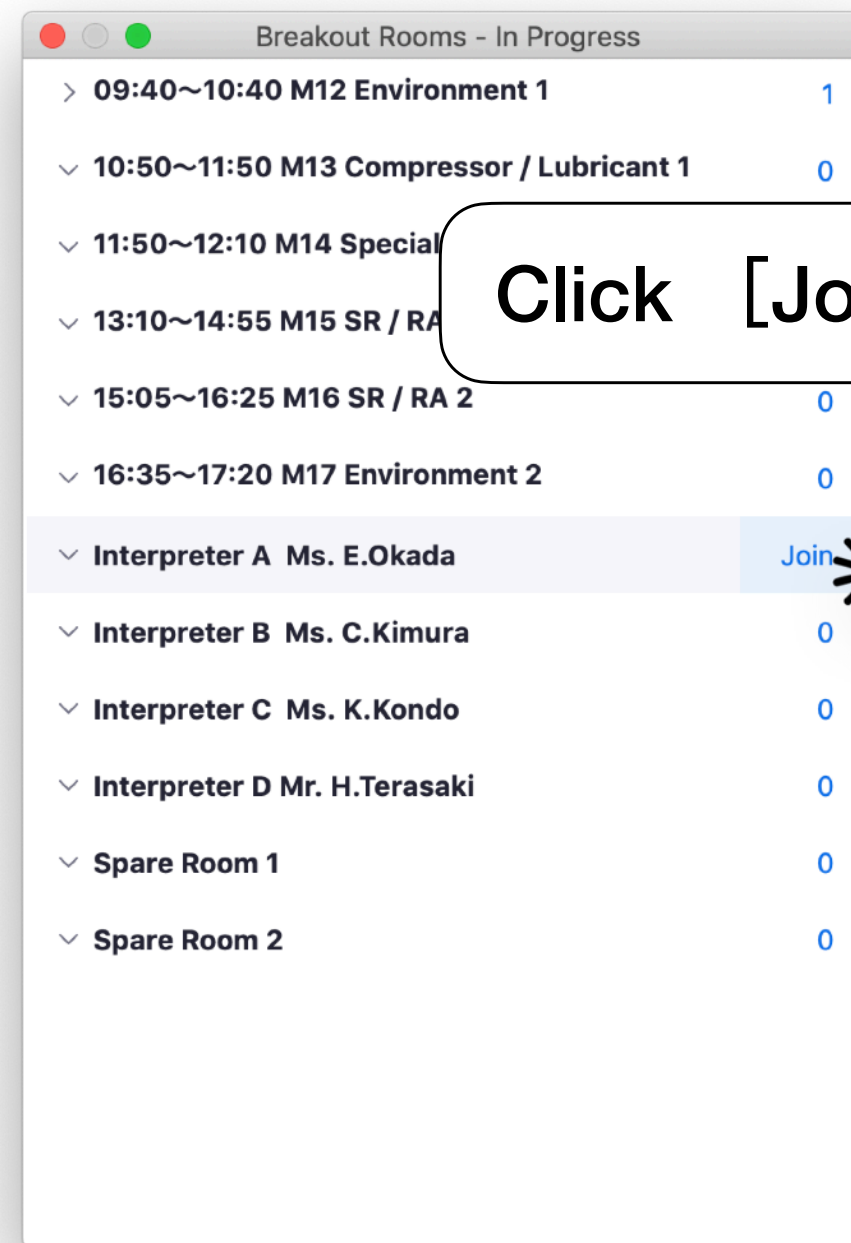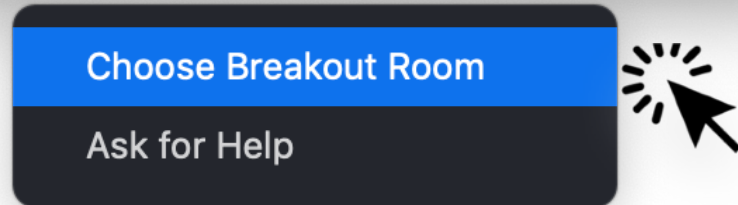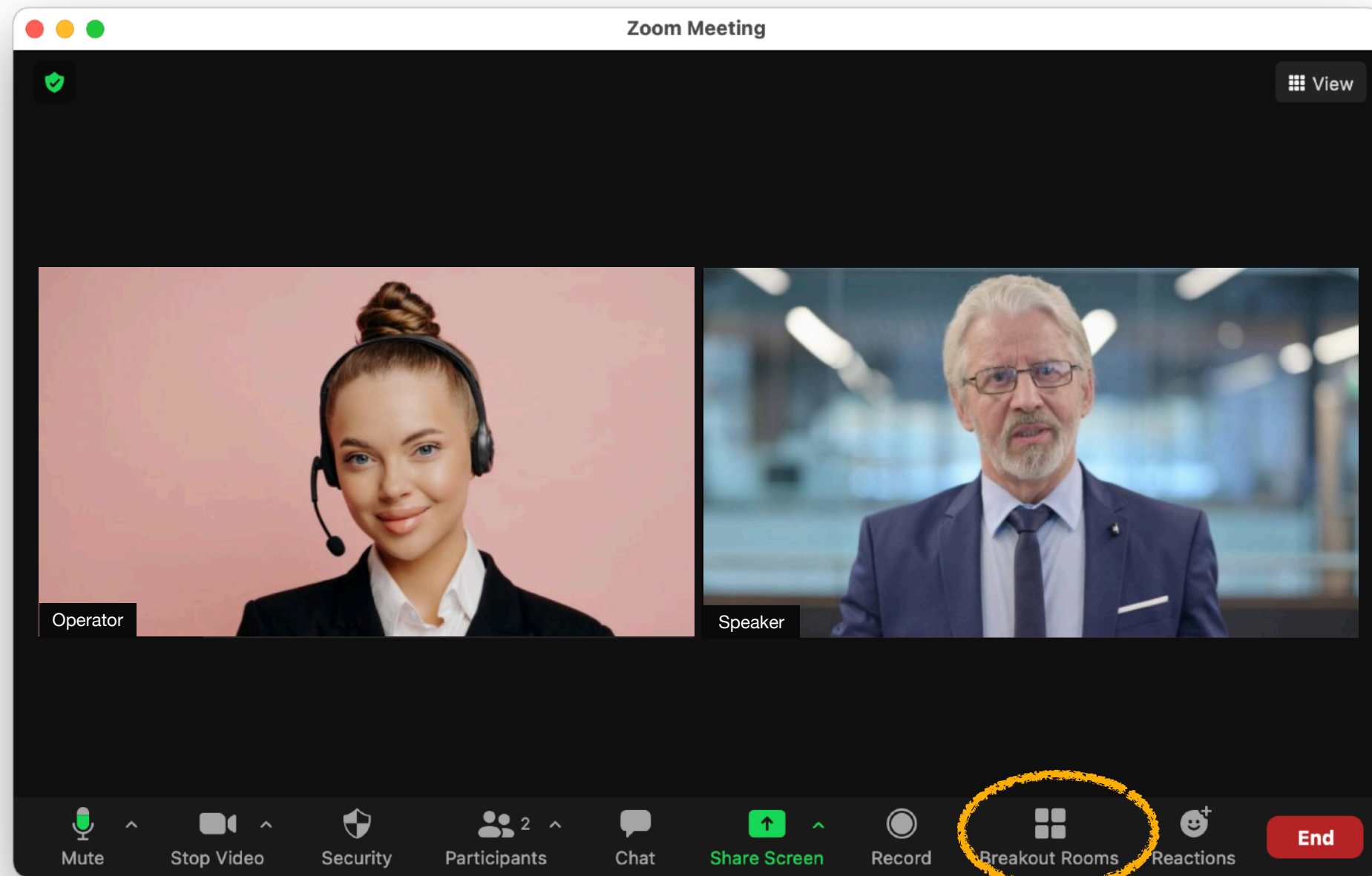Please confirm which room you would need to move to have meeting.

Join Breakout Room

JRAIA2021 is inviting you to join 09:40～10:40 M12 Environment 1

Not Now | **Join**

Zoom Meeting

View

Operator

Speaker

Mute | Stop Video | Security | Participants 2 | Chat | Share Screen | Record | Breakout Rooms | Reactions | End

→

Joining 09:40～10:40 M12 Environment 1 ...
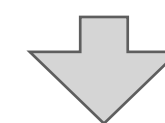
Join the Symposium Instruction Meeting

［Breakout Room（Day 1 : 10/14）］

Breakout Rooms - In Progress

9:40～10:40 M12 Environment 1	0
10:50～11:50 M13 Compressor/Lubricant 1	0
11:50～12:10 M14 Special Session 1	0
13:10～14:55 M15 SR / RA 1	0
15:05～16:25 M16 SR / RA 2	0
16:35～17:20 M17 Environment 2	0
Interpreter A Ms. E.Okada	0
Interpreter B Ms. C.Kimura	0
Interpreter C Ms. K.Kondo	0
Interpreter D Mr. H.Terasaki	0
Spare Room 1	0
Spare Room 2	0

[Meeting Window]

Breakout Rooms - In Progress

- 09:40～10:40 M12 Environment 1 — 1
- 10:50～11:50 M13 Compressor / Lubricant 1 — 0
- 11:50～12:10 M14 Special — 0
- 13:10～14:55 M15 SR / RA — 0
- 15:05～16:25 M16 SR / RA 2 — 0
- 16:35～17:20 M17 Environment 2 — 0
- Interpreter A Ms. E.Okada — Join
- Interpreter B Ms. C.Kimura — 0
- Interpreter C Ms. K.Kondo — 0
- Interpreter D Mr. H.Terasaki — 0
- Spare Room 1 — 0
- Spare Room 2 — 0

Click ［Join］ and ［Yes］

Join Interpreter A Ms. E.Okada?
No   Yes

Go to Room
［Interpreter A Ms. E.Okada］

Joining Interpreter A Ms. E.Okada...

Zoom Meeting

Operator   Speaker

Mute Stop Video Security Participants 2 Chat Share Screen Record Breakout Rooms Reactions End

Choose Breakout Room
Ask for Help

Breakout Rooms - In Progress

- **09:40～10:40 M12 Environment 1** — Join
- 10:50～11:50 M13 Compressor / Lubricant 1 — 0
- 11:50～12:10 M14 Special Session 1 — 0
- 13:10～14:55 M15 SR / RA 1 — 0
- 15:05～16:25 M16 SR / RA 2 — 0

Join 09:40～10:40 M12 Environment 1 ?
No   Yes

Joining 09:40～10:40 M12 Environment 1 ...
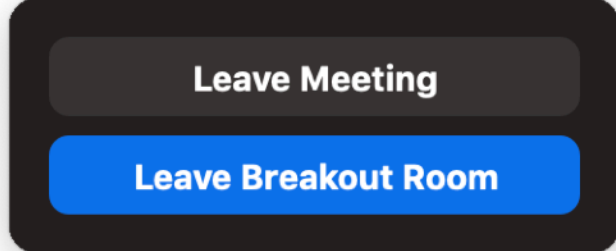
Click ［Join］ and ［Yes］

Go to Room
［09:40～10:40 M12 Environment 1 ］
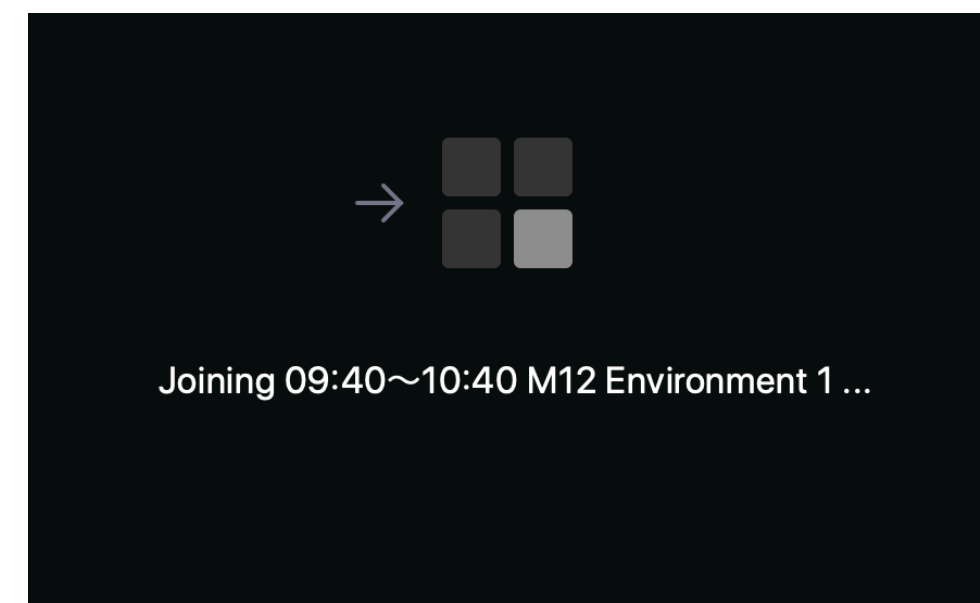
How to Leave Breakout Room

Click the ［End］ Button then below window will be shown.

Leave Meeting
Leave Breakout Room

Click Leave Breakout Room to go back to the Main Room.

【NOTE】
If you choose ［Leave Meeting］ to leave this whole meeting.

Breakout Room ［Instruction/Interpreter Meeting］
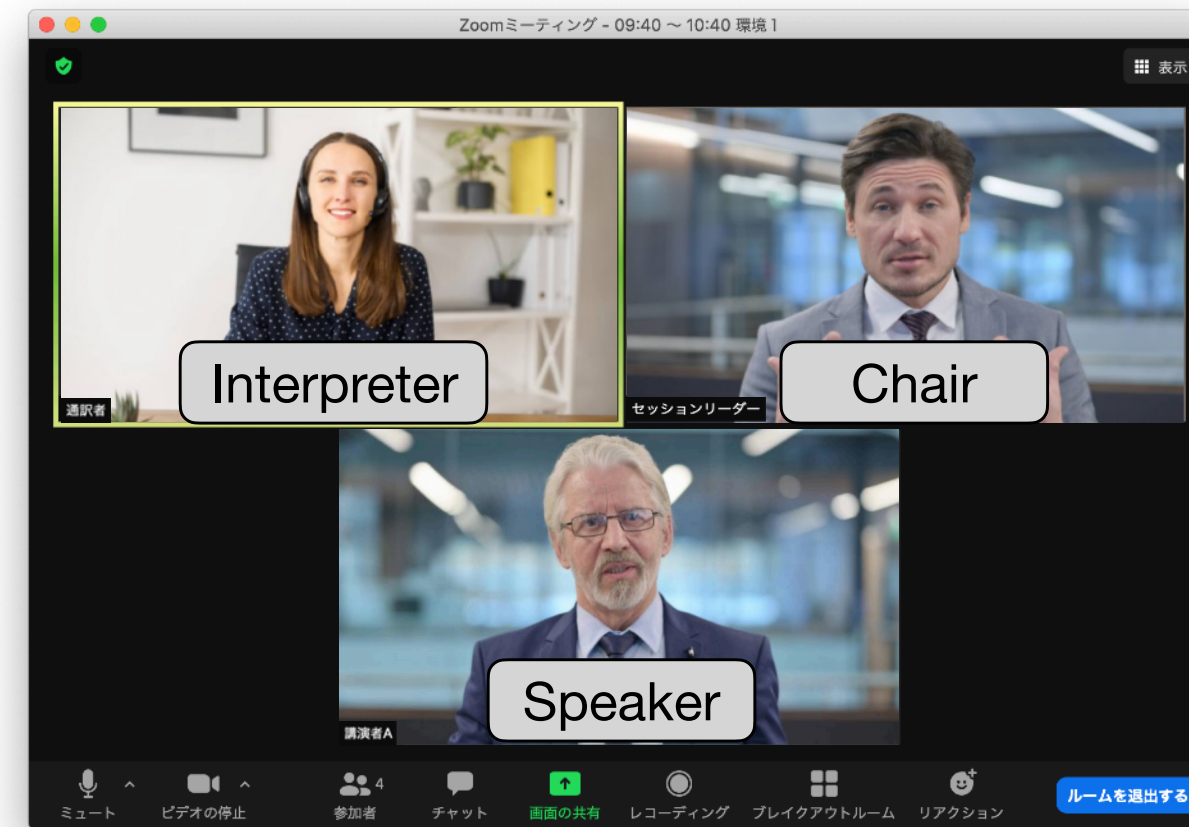
［Symposium Instruction Meeting］

20 min : From 30 min before the session starts.

① Explanation of online symposium instruction and final confirmation from the zoom operator.
・Microphone / Video OFF when you join the Symposium.
・The role for Chairs.
・Q & A for Speakers
・How to share the screen or etc…
・Any question from Chairs and Speakers.
② Information for main Symposium.
・Where the Panelist URL is.

③ Leaving this ZOOM Meeting and move to main Symposium ZOOM Webinar 10 minutes in advance.

［Interpreter Meeting］

① Confirm your presentation.
Chair will be attending together therefore if you need explain your presentation with file, then you would need to prepare your presentation data and share screen by yourself.
② Questions from Interpreter
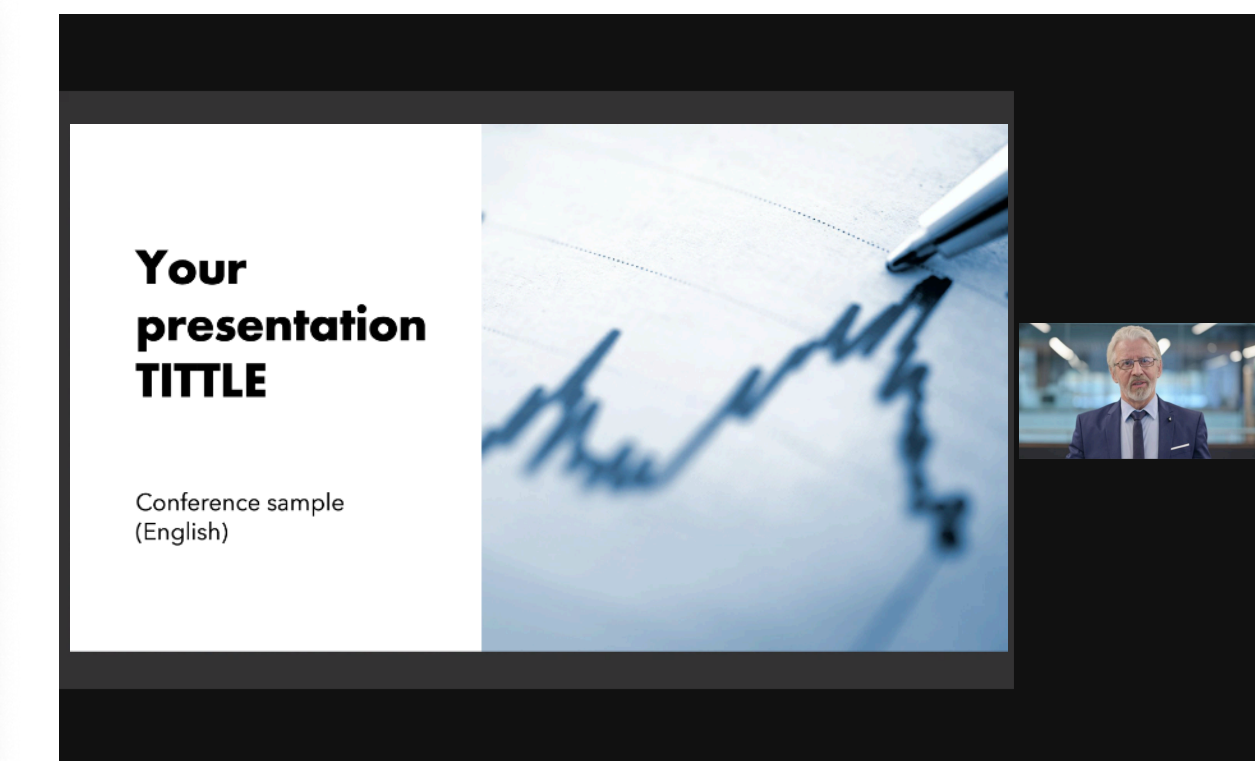Specific word or technical word…

［Image : Interpreter Meeting］

［Image : Instruction Meeting］
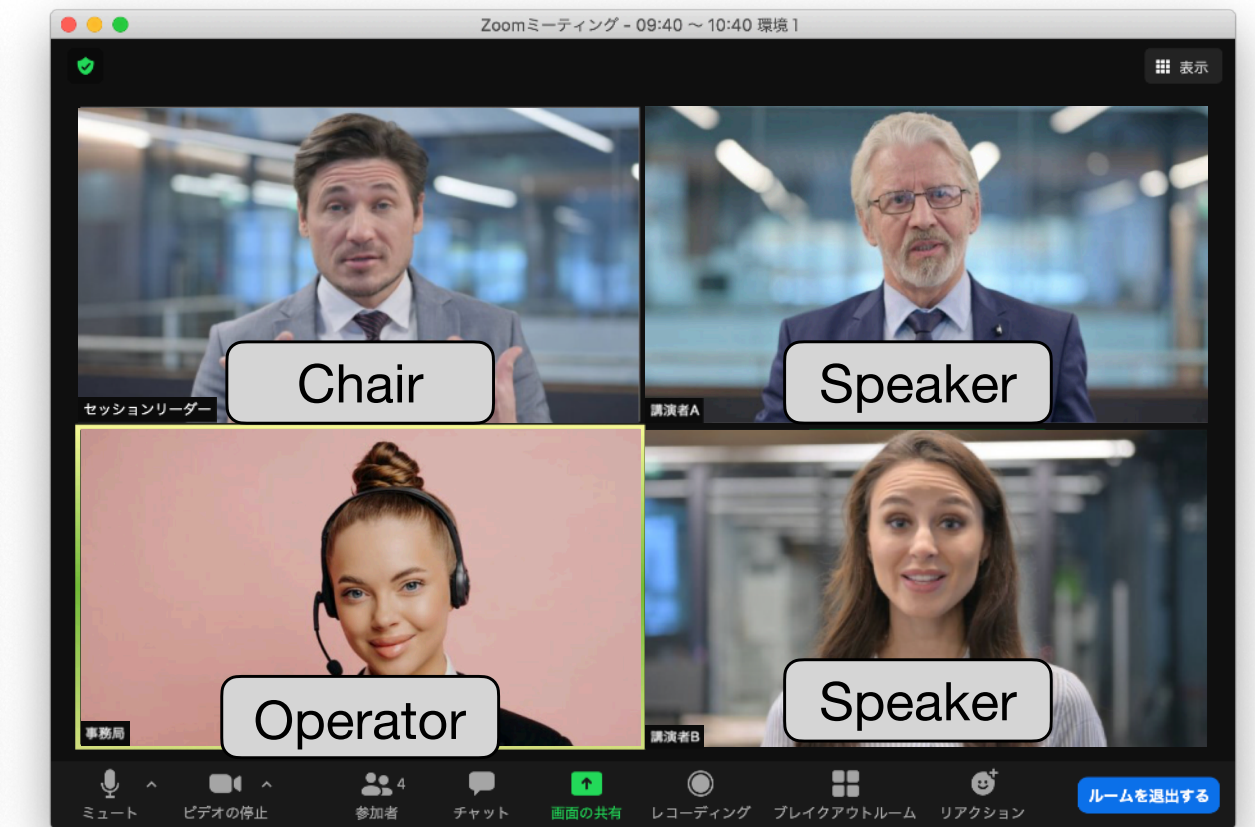
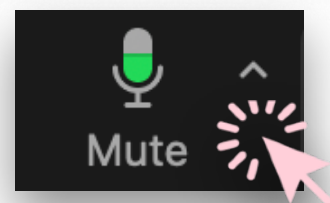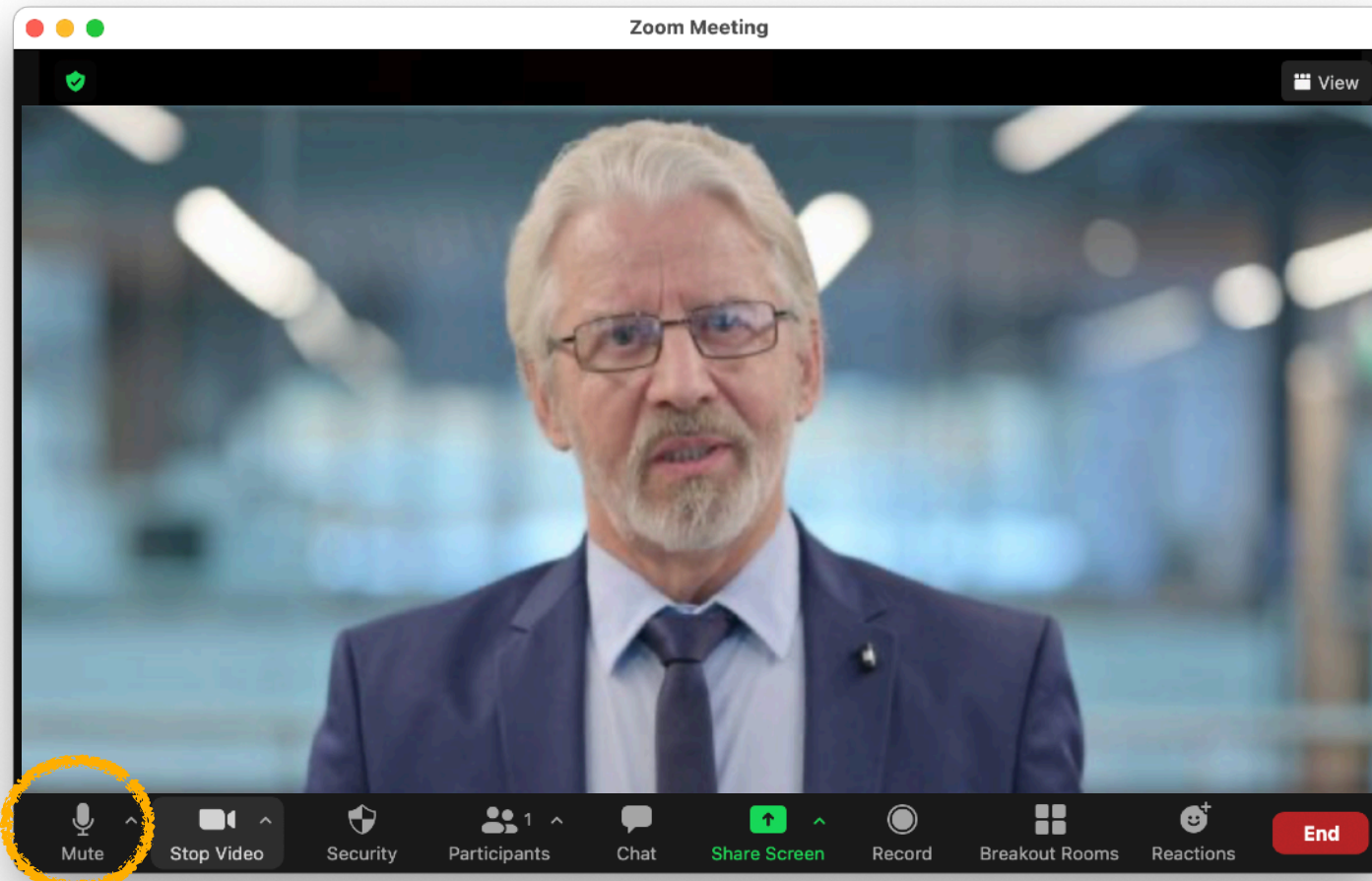

［Image : Information Slide］

［Image : Presentation］

【Notice】
How the your presentation looks is depending on recording method, if you did not use camera then your face would not to show in your presentation.

How to use ZOOM Meeting

[AUDIO Setting]

[Meeting Window]

Click ［∧］

Select a Microphone

Same as System

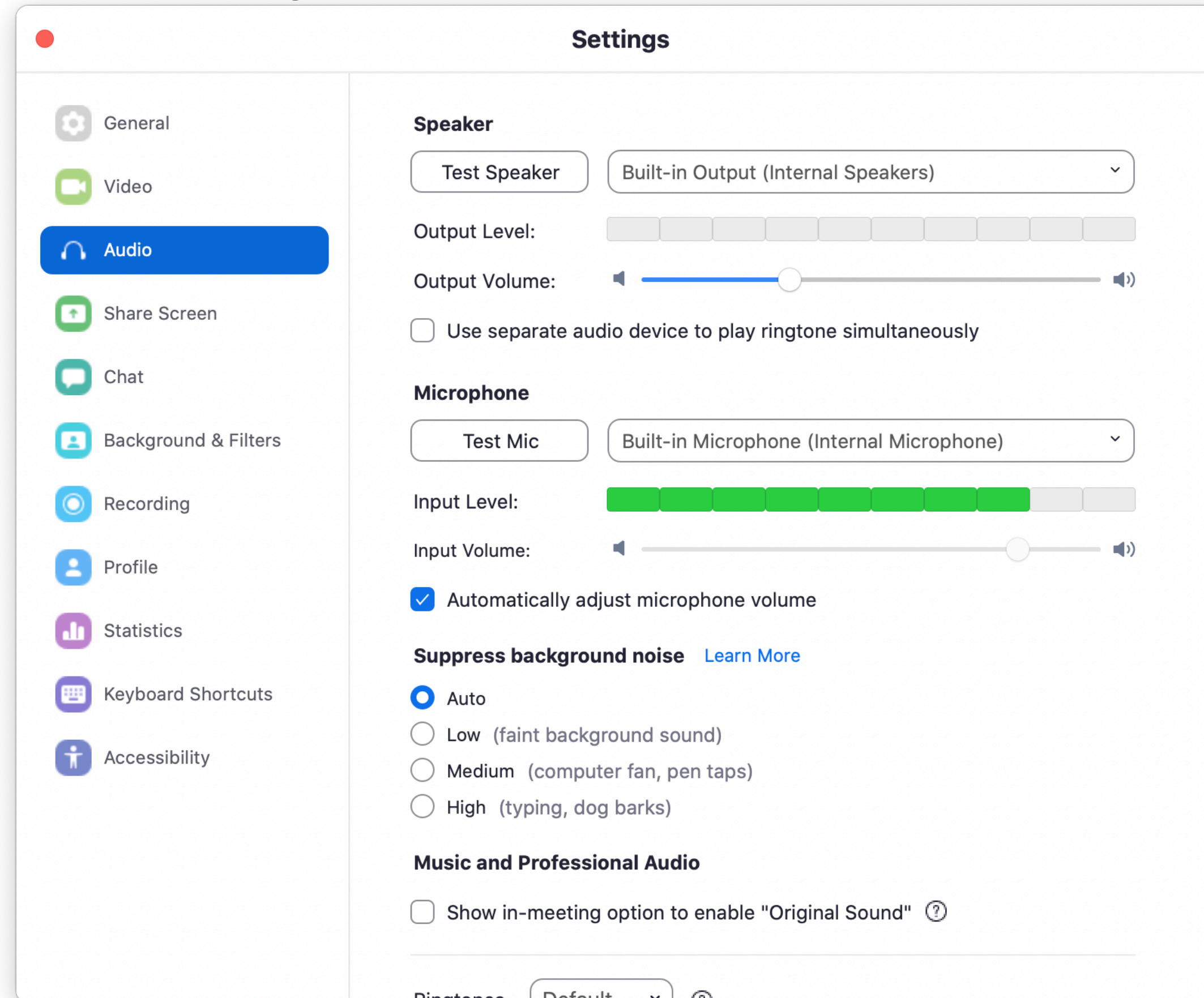✓ Built-in Microphone (Internal Microphone)

Select a Speaker

Same as System

✓ Built-in Output (Internal Speakers)

Test Speaker & Microphone...

Leave Computer Audio

Audio Settings... **Click**

[Audio Setting Window]

Settings

⚙ General	
🎥 Video	
🎧 **Audio**	
🖥 Share Screen	
💬 Chat	
👤 Background & Filters	
⏺ Recording	
👤 Profile	
📊 Statistics	
⌨ Keyboard Shortcuts	
👤 Accessibility	

Speaker

Test Speaker   Built-in Output (Internal Speakers) ▾

Output Level:

Output Volume: 🔈 ——————●—————— 🔊

☐ Use separate audio device to play ringtone simultaneously

Microphone

Test Mic   Built-in Microphone (Internal Microphone) ▾

Input Level:

Input Volume: 🔈 ————————————●— 🔊

☑ Automatically adjust microphone volume

Suppress background noise   Learn More

🔘 Auto

○ Low (faint background sound)

○ Medium (computer fan, pen taps)

○ High (typing, dog barks)

Music and Professional Audio

☐ Show in-meeting option to enable "Original Sound" ⓘ

Ringtones   Default ▾

Click [Test Speaker] to check your Speakers are working.
If you may use headphone then display would be changed as
[Built-in Output (Headphones) ▾].

Click [Test Mic] to be able check your Microphone is working. Please talk something to microphone while icon is [Recording], and check your microphone is working while icon is [Playing]. The Input level bar should be green like image.
If you may use headphone then display would be changed as
[Built-in Microphone (External Microphone) ▾].
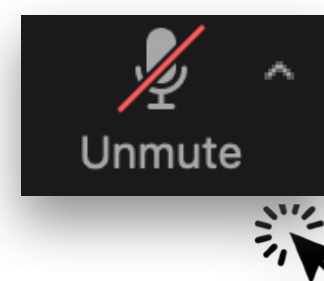
This icon means your microphone is muted therefore you may click this icon to activate your microphone.
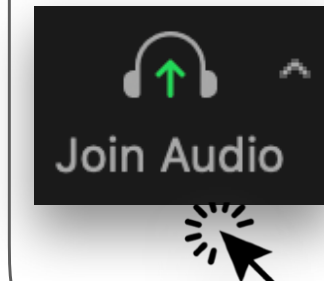
This icon means your microphone is not connected to zoom system therefore you may click this icon and choose [Join with Computer Audio] to activate your microphone.

[VIDEO Setting]

[Meeting Window]

[Video Setting Window]
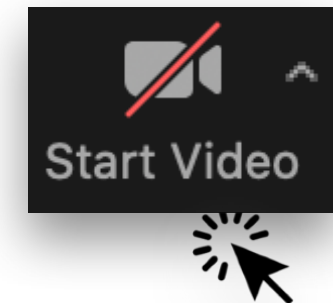
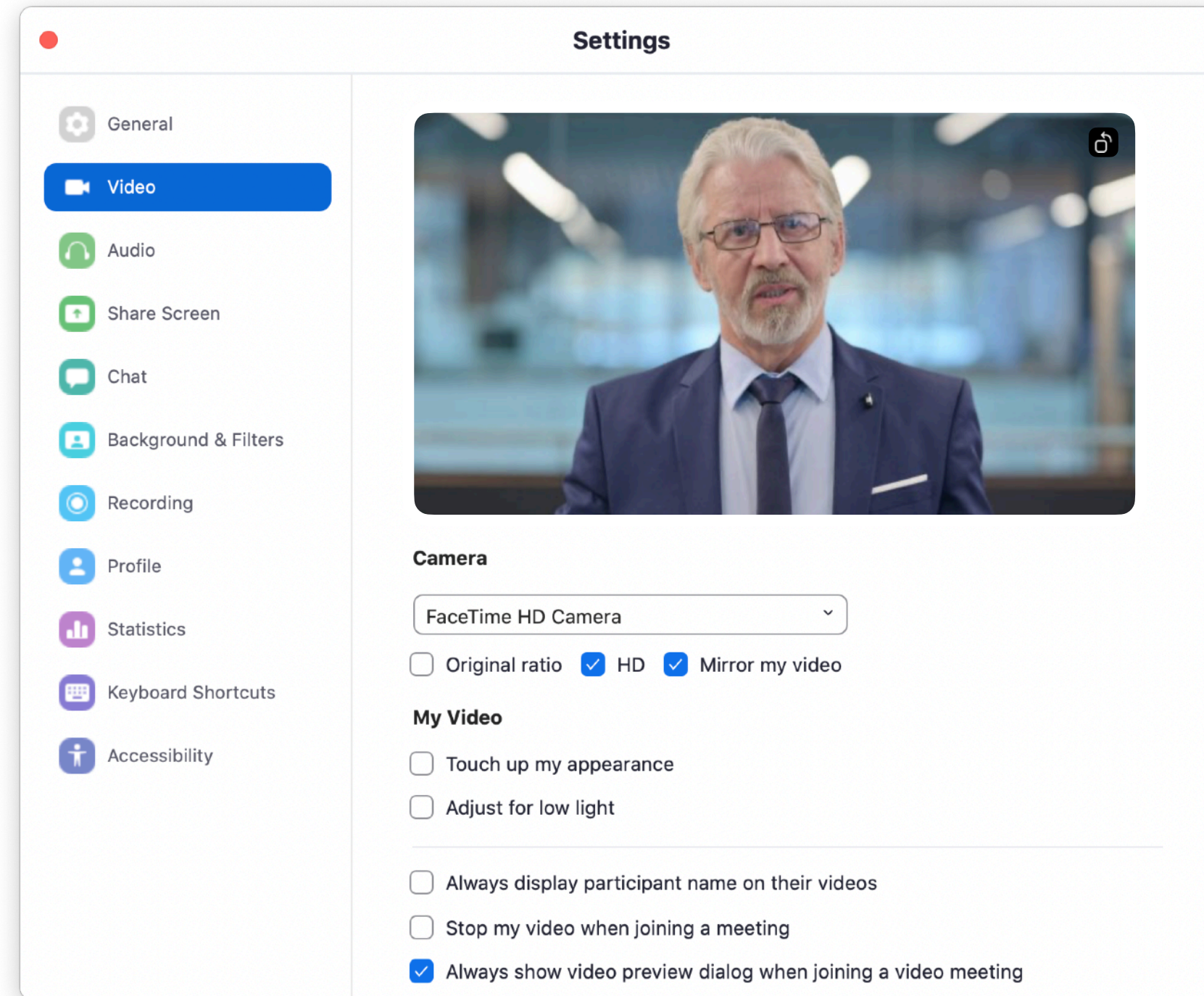[Background & Filters Setting Window]
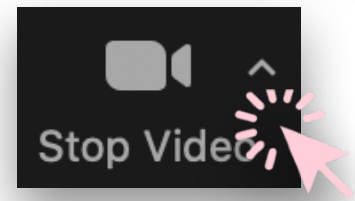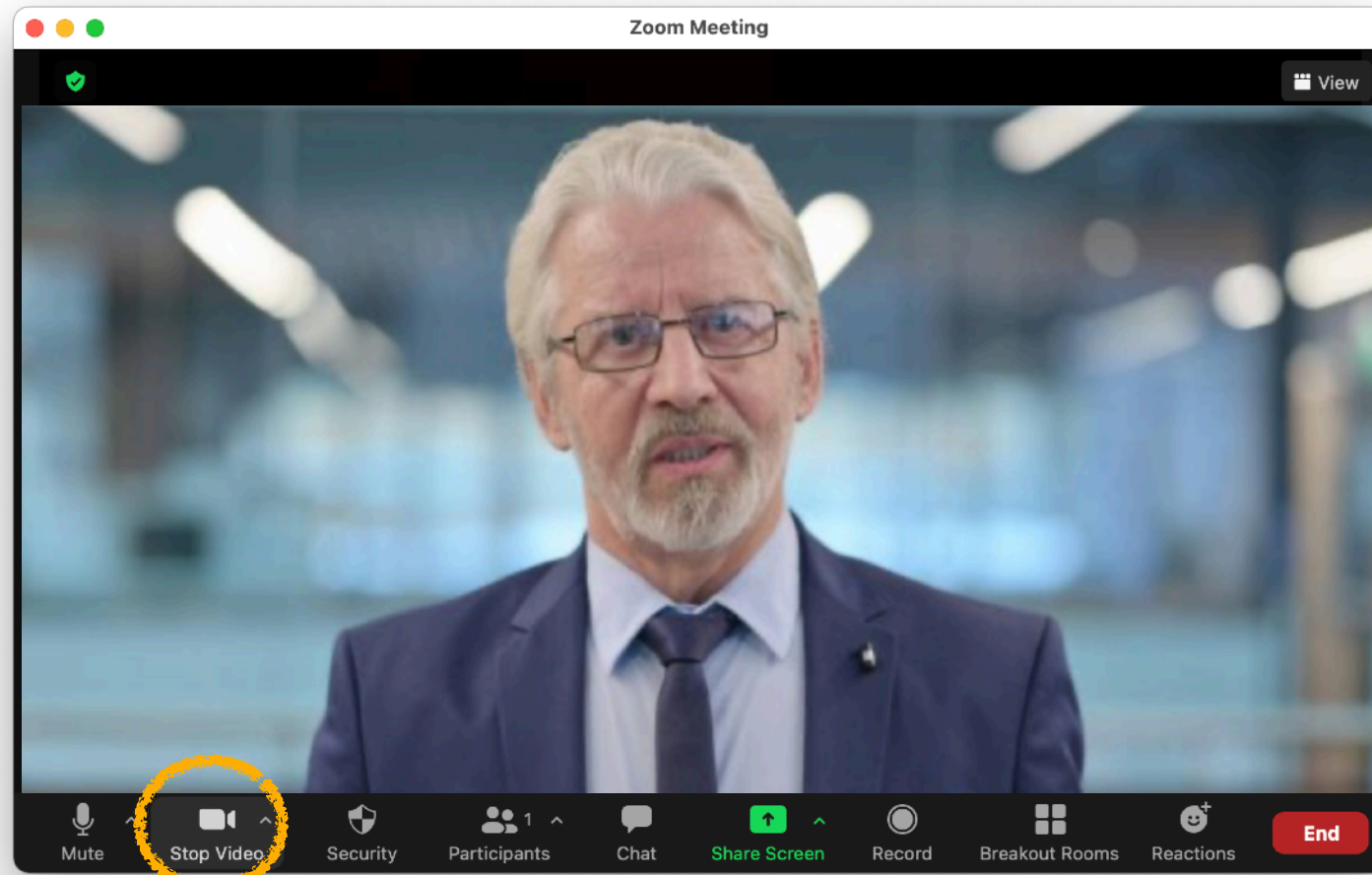
Click [∧]

Select a Camera
✓ FaceTime HD Camera

Choose Virtual Background...
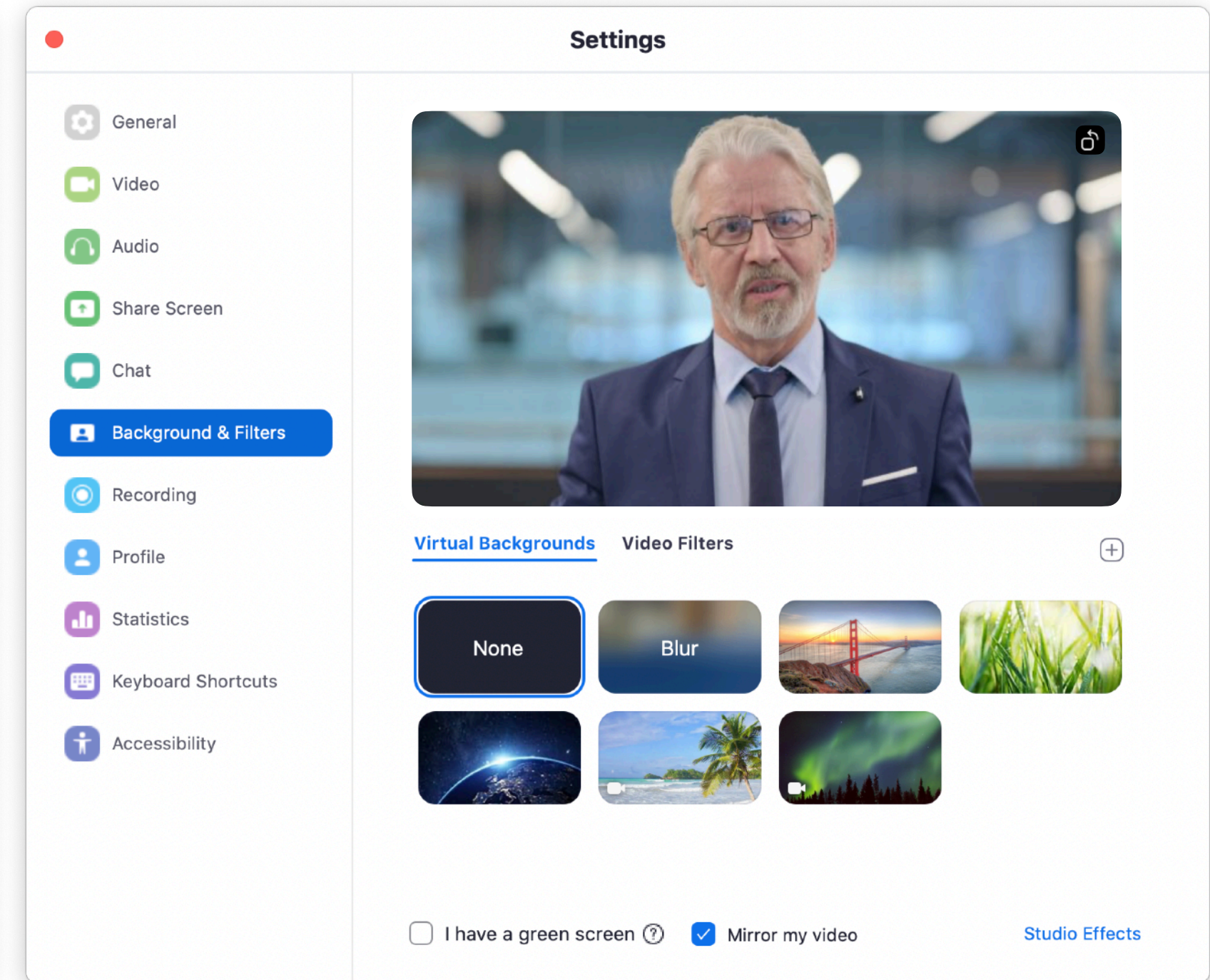
Choose Video Filter...

Video Settings   Click

This icon means your video camera is turned off therefore you may click this icon to activate your camera.
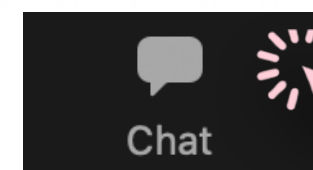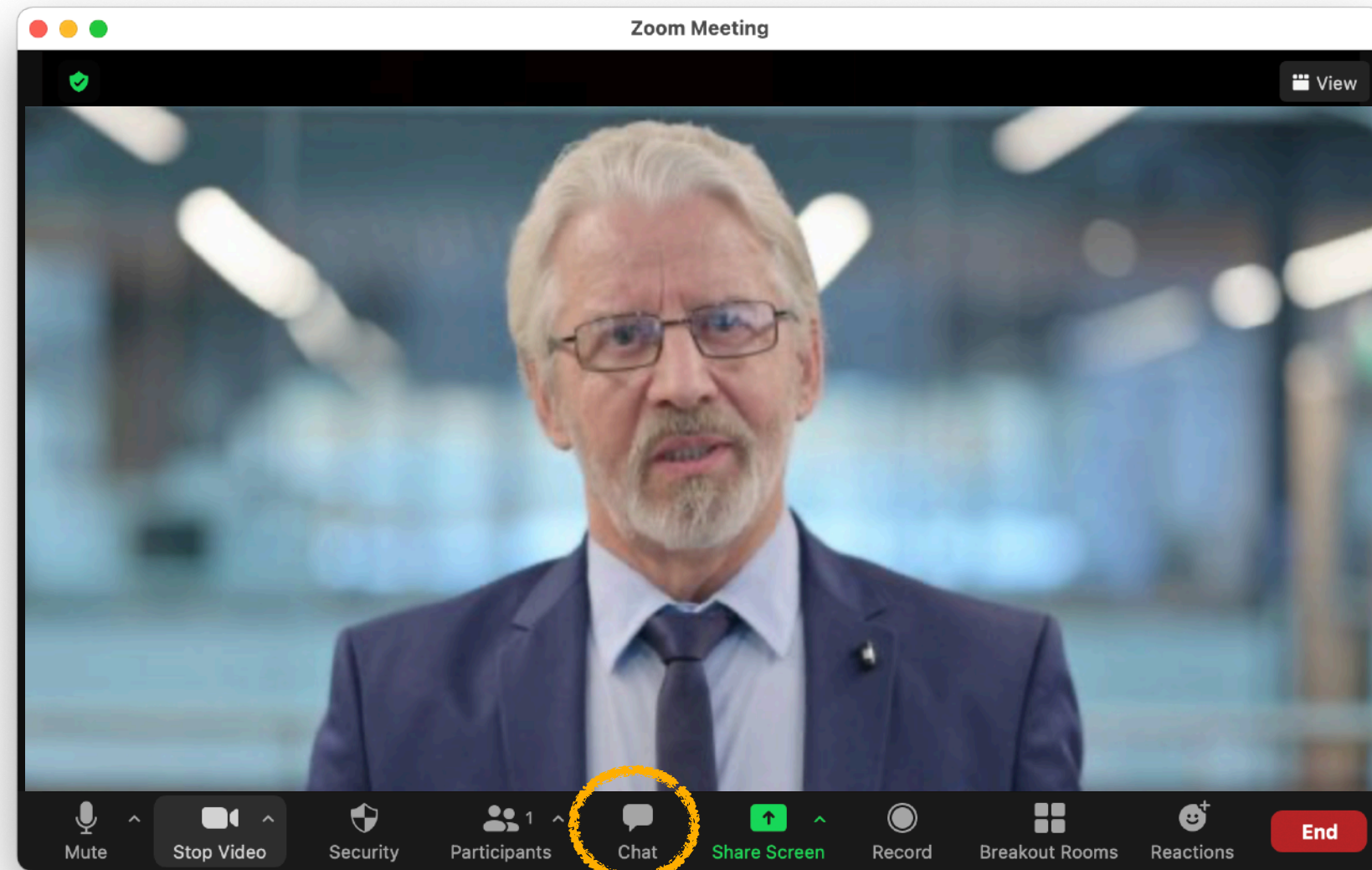
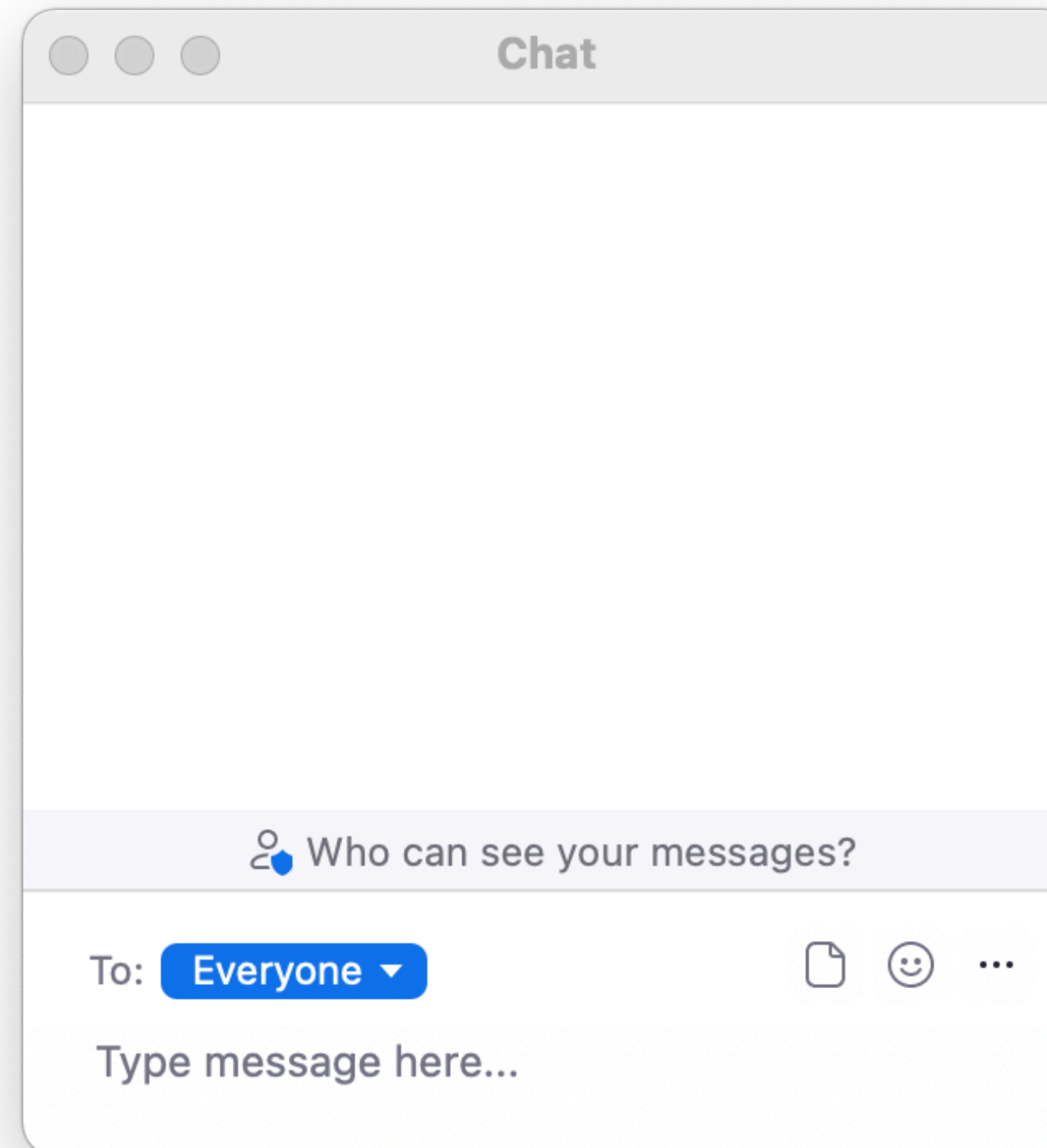Please make sure ☑ HD box is checked.

If you would like to change your background then choose Virtual Background or "Blur" would be very useful to hide your background.

［Chat］

［Meeting Window］

Click the ［Chat］

［Chat］

【Send Chat】

①

✓ Everyone in Meeting
Zoom operator

1. In the **To:** drop-down menu, select **Everyone**.
2. Enter your message in the chat window.
3. Press **Enter** to send your message.

②

Everyone in Meeting
✓ Zoom operator

1. In the **To:** drop-down menu, select the participant you want to chat with directly.
2. Enter your message in the chat window.
3. Press **Enter** to send your private message

【NOTE】
The in-meeting Zoom chat feature allows you to send instant messages to other users within a meeting or a private message to an individual participant.
If file transfer is enabled by the host, you can send files in chat. When entering your message in the chat window, click ⧉ File to choose the file source and send the file.
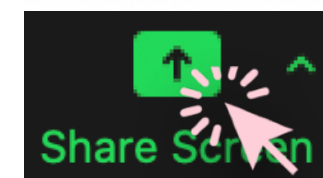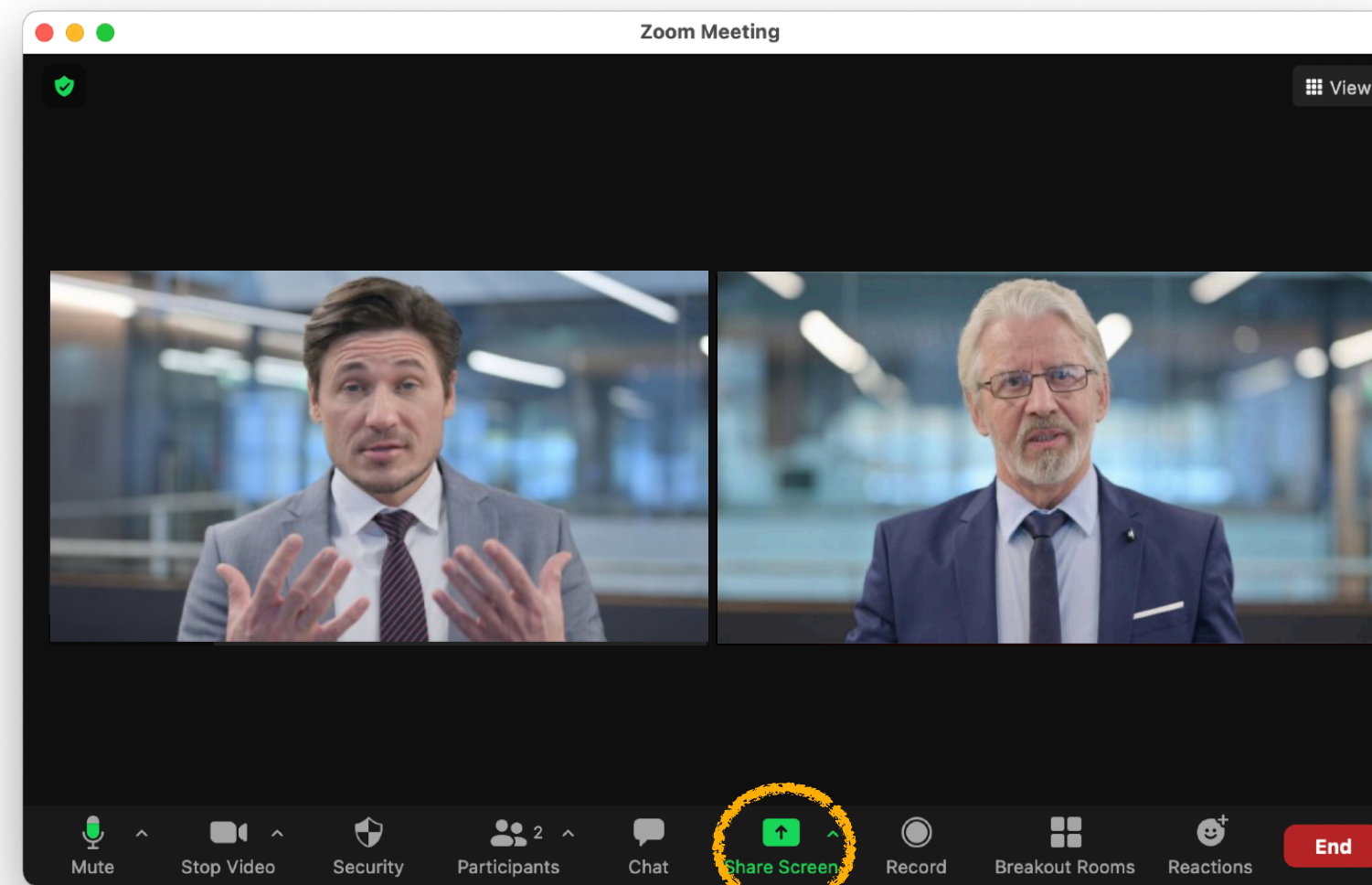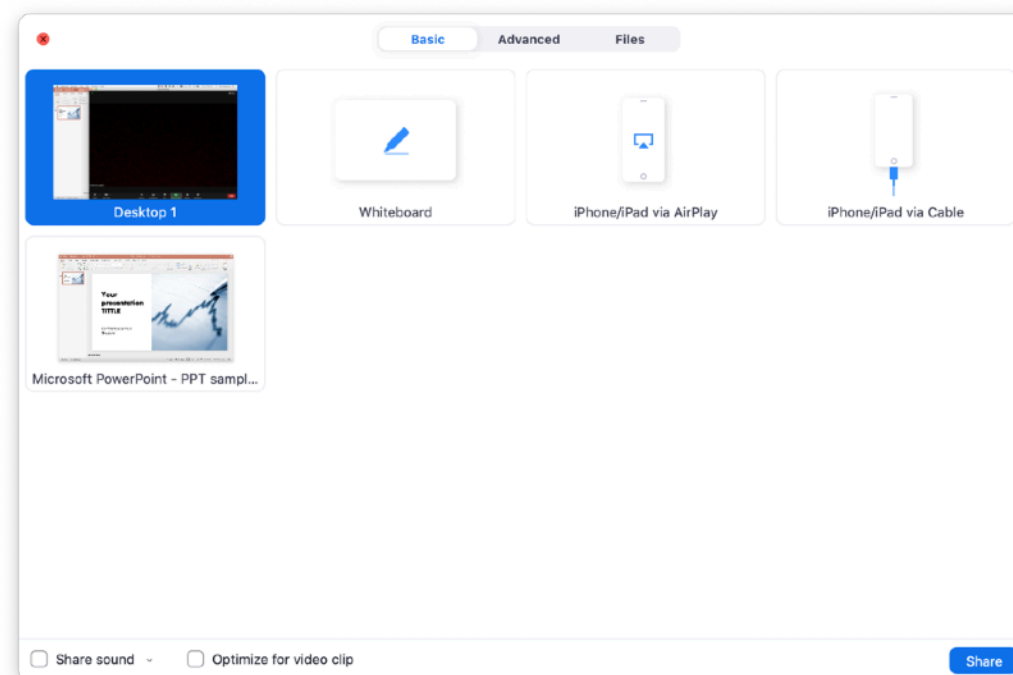
［Open the Presentation File.］

【IMPORTANT】

When you would use your presentation slide at the Q & A discussion. Please share screen by yourself and be prepared to open your presentation file such as PPT, Keynote or any other apps.
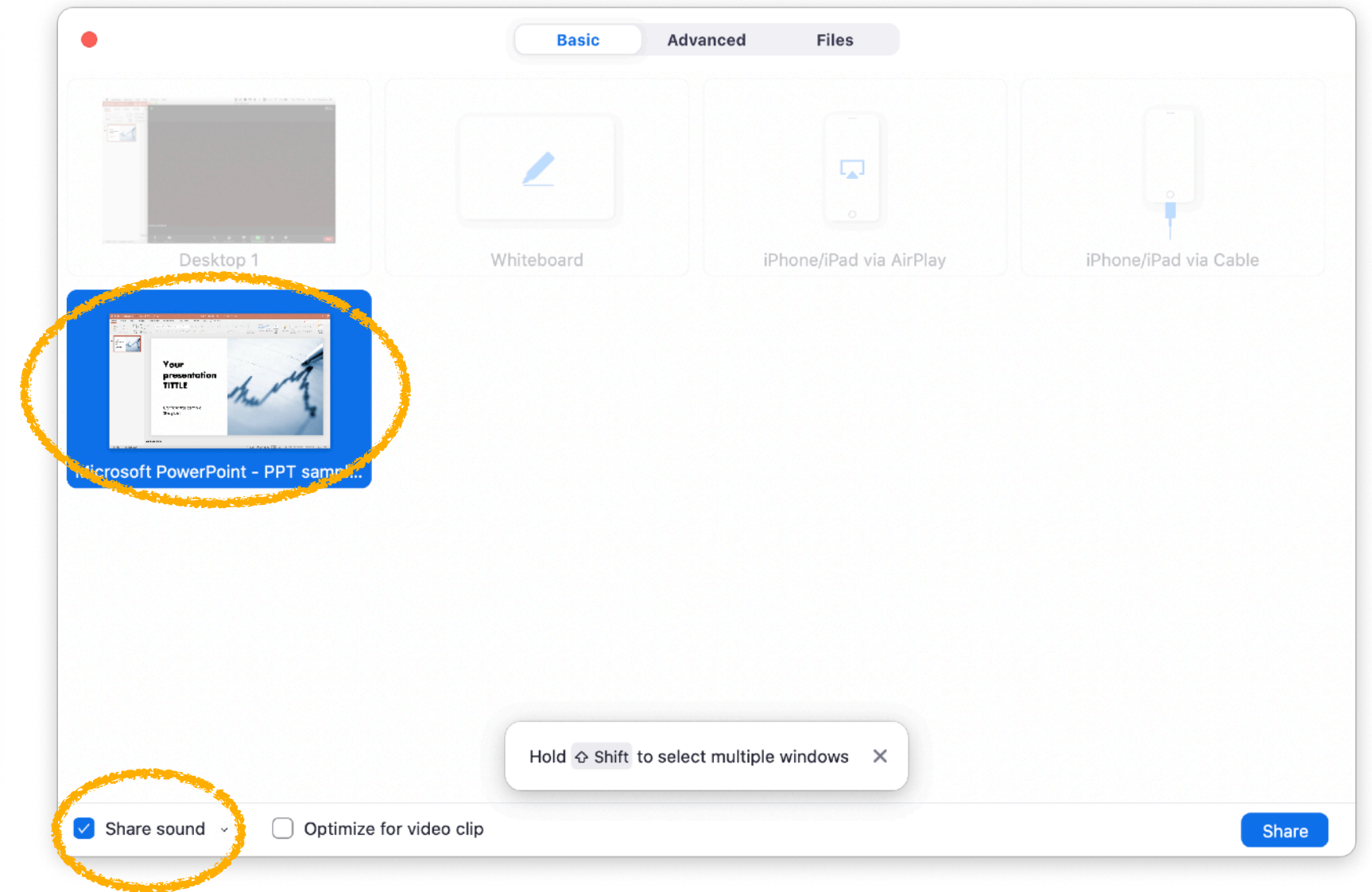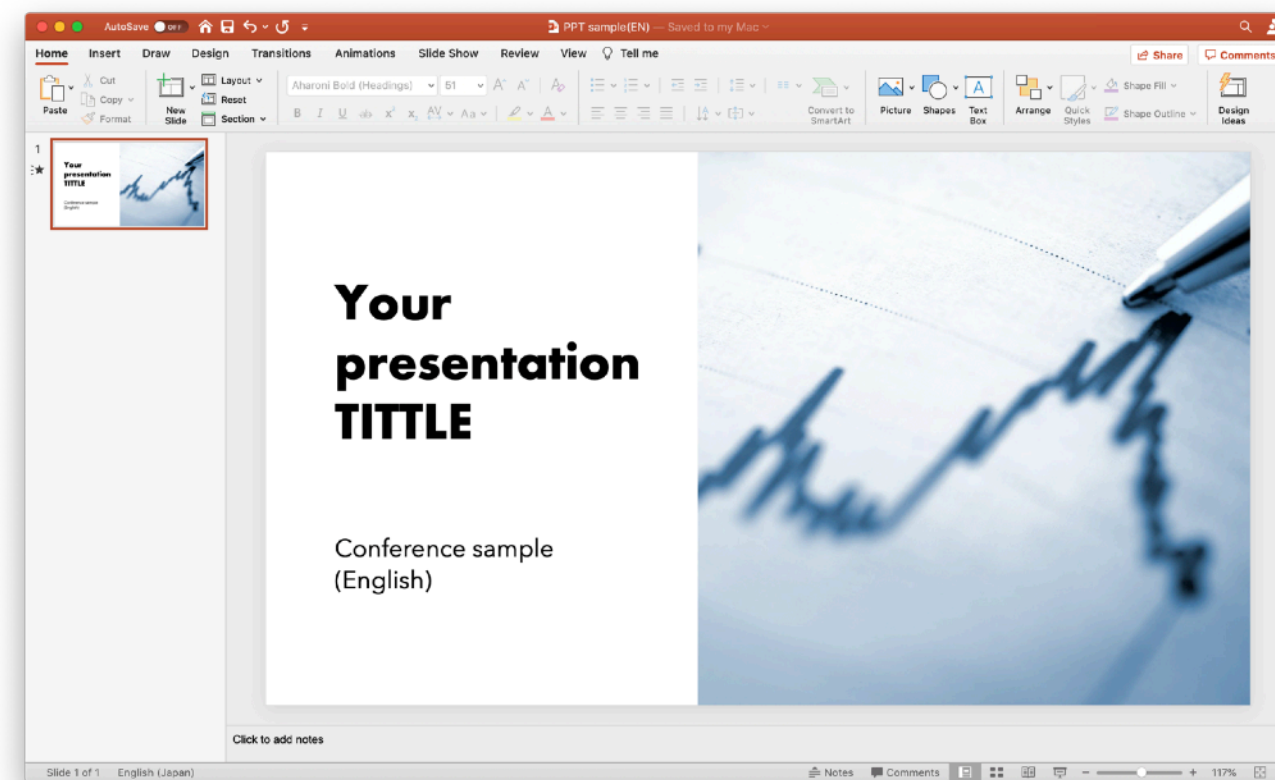
［Panelist Window］

Click

Sharing window will be popping up.

You may choose a PPT or Keynote window (If you open the keynote on your desktop then Keynote window will be shown in above window to select.) and CLICK Share.
If your presentation has sound then make sure the ☑ Share sound box is checked.