ZOOM Webinar Participant's Manual

The International Symposium on New Refrigerants and Environmental Technology 2021

JRAIA / KNT-CB CO., LTD.

目　次

Preparation / Notice

Installing ZOOM apps

How to use ZOOM webinar

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
JRAIA Symposium Registration Secretariat
TEL : +81-3-6891-9354

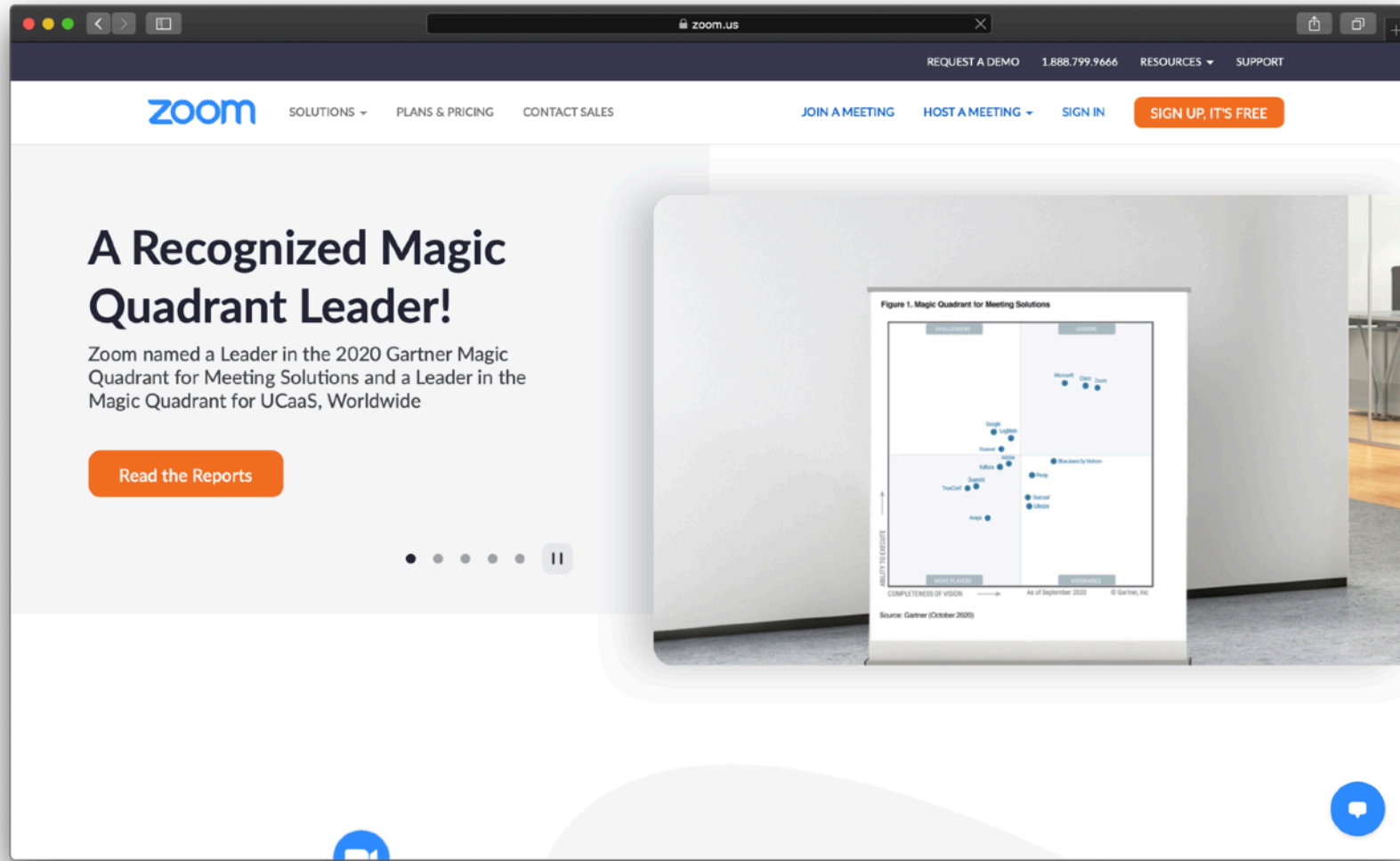**Notice : Please refrain from taking pictures and recording audio and video while watching webinar.**

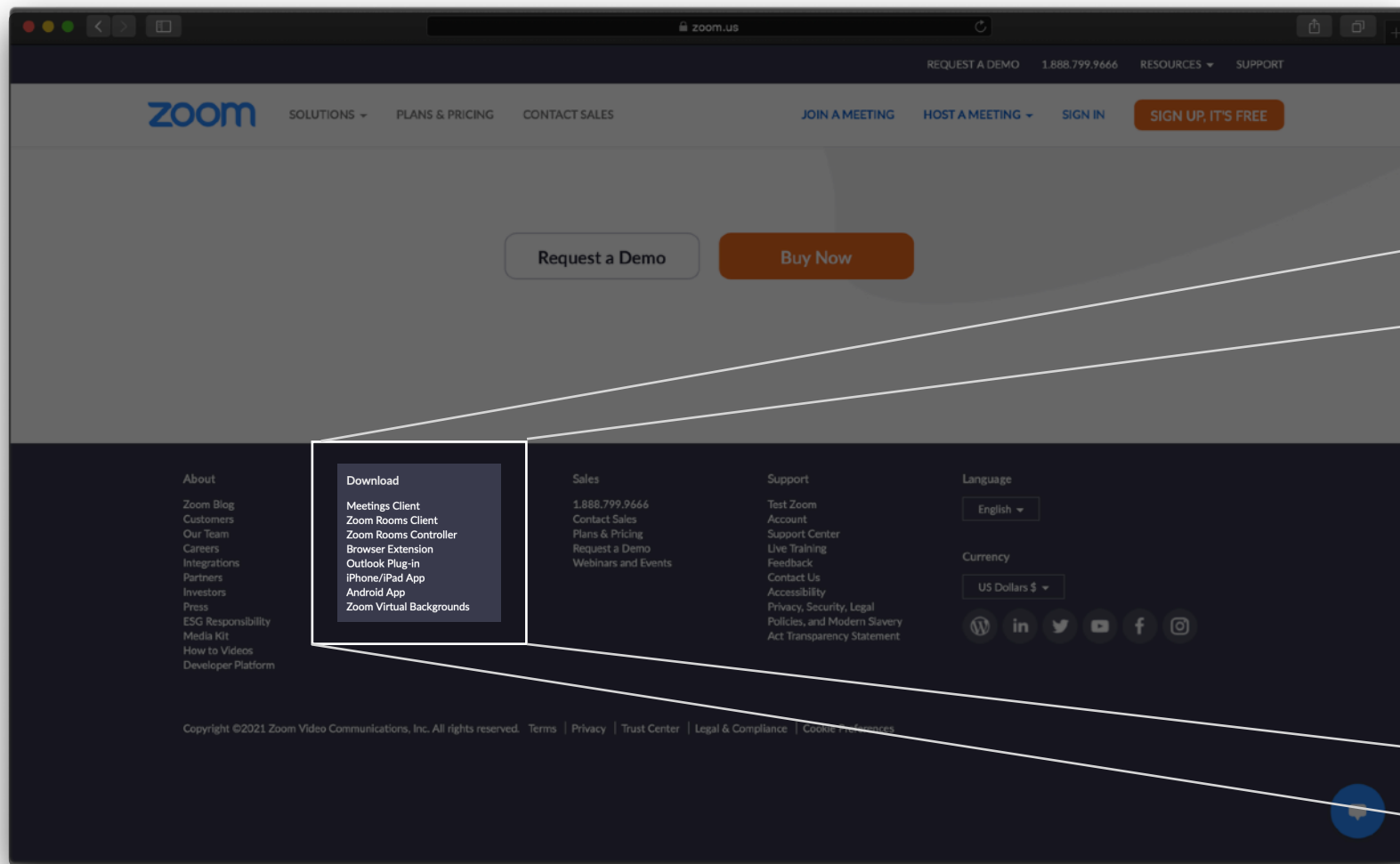**Please see the "Guideline for Participants" link as below:**
☑ https://jraia-symposium.org/Kobe2021/en/manual.php

Installing ZOOM apps

Installing ZOOM apps ［PC］

zoom URL：https://zoom.us

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

Scroll
Down
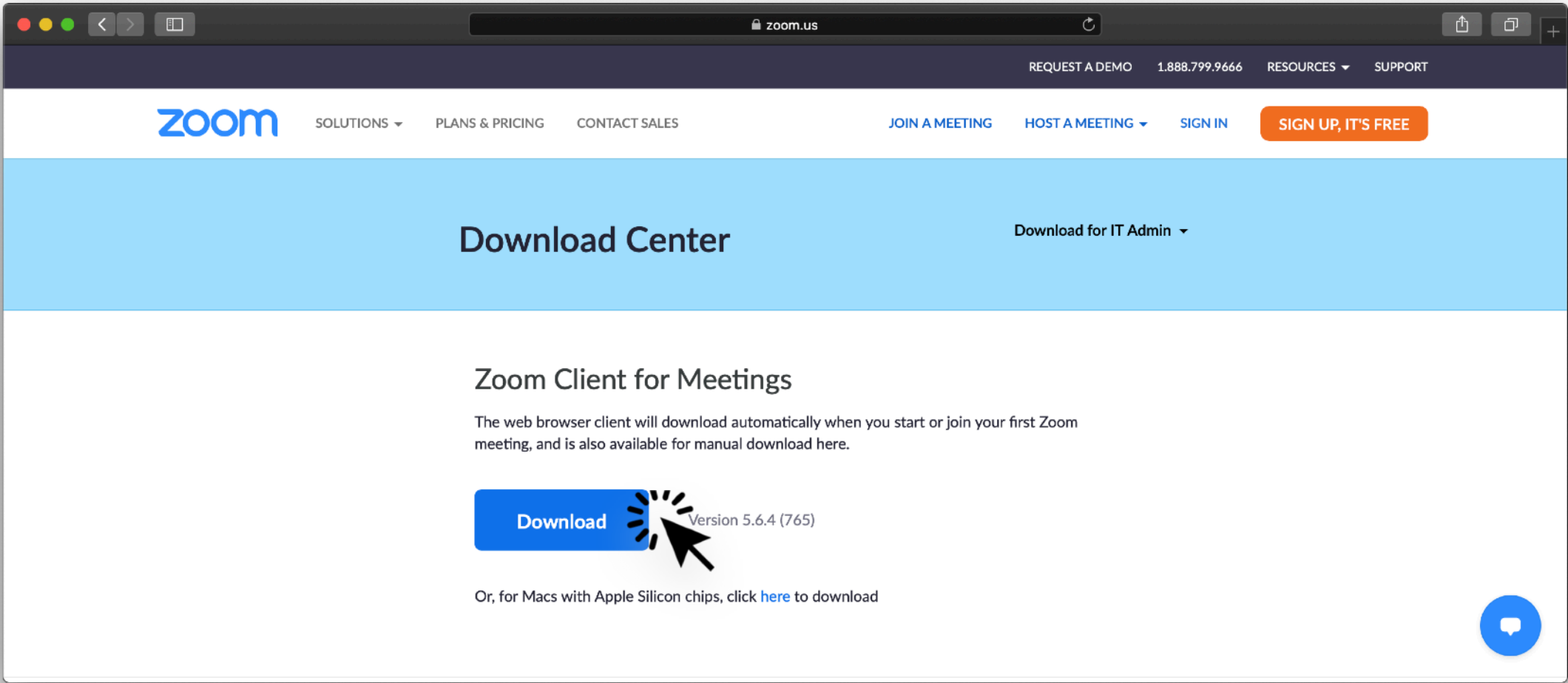
Click **Download** button.

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
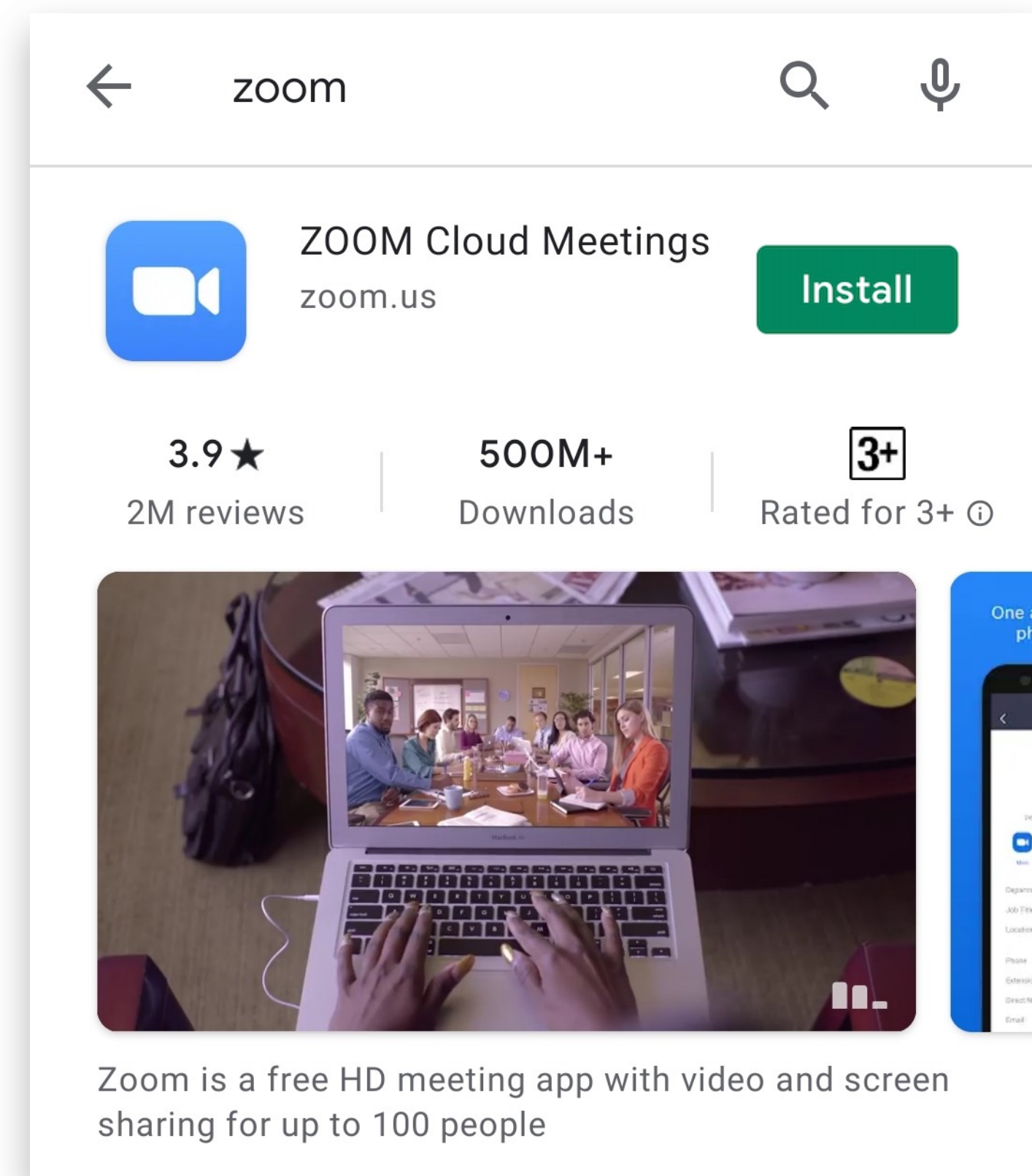
Installing ZOOM apps [Smart Phone / Tablet]

iPhone / iPad

Download the ［ZOOM Cloud Meetings］
@ Apple store

Android

Download the ［ZOOM Cloud Meetings］
@ Google Play

How to use ZOOM webinar

Participating ZOOM Webinar

Access from **"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]
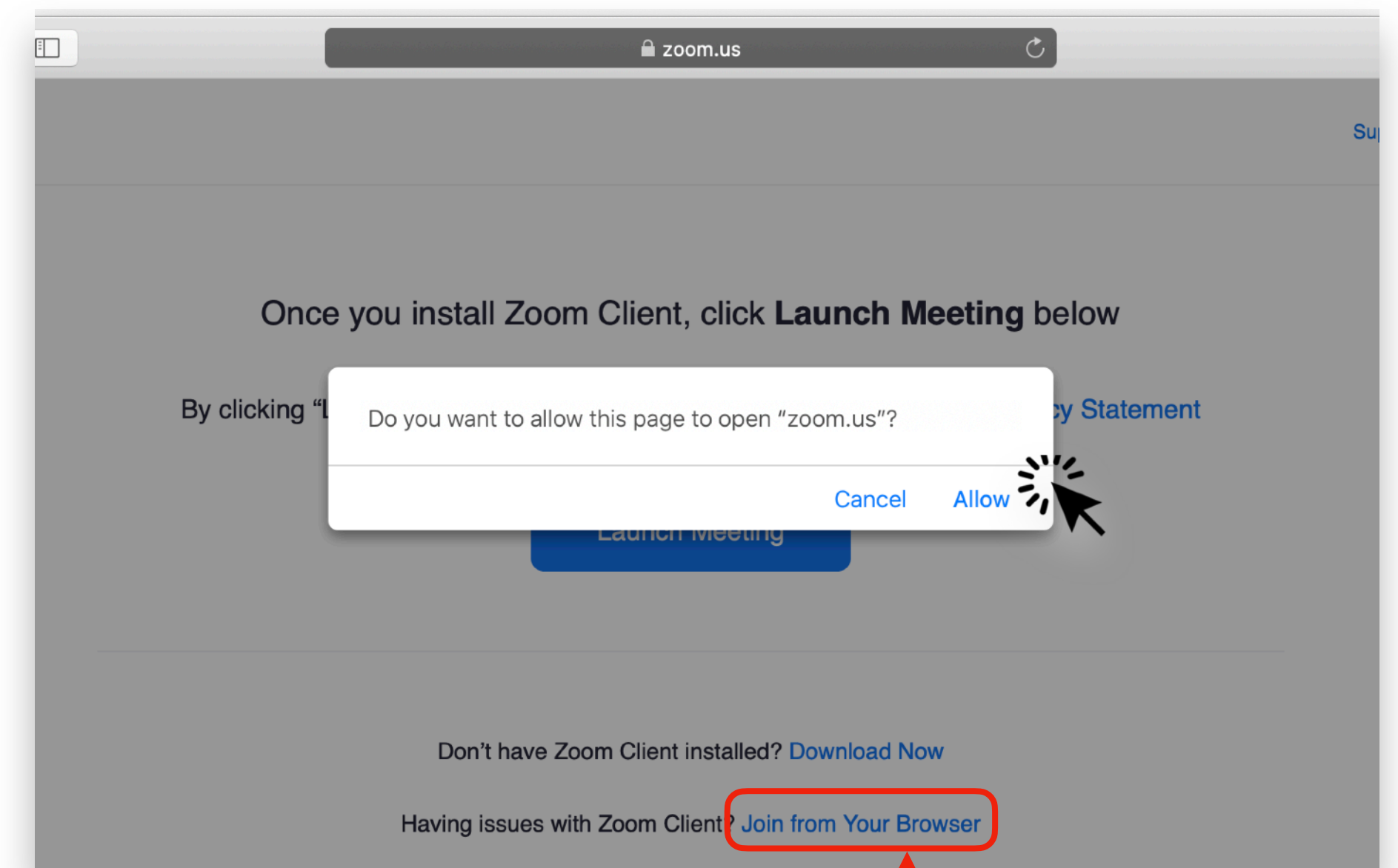
When you have issue with Zoom app then you may participate to zoom by browser. Please click [Cancel] and click [Join from Your Browser].

Participating ZOOM Webinar

② **Please enter your name.**

【IMPORTANT】

Please enter the name in the following order.

Registration # ・ Name ・ （Company Name）

【i.e.】 1234：T. Kinki（Kinki Nippon Tourist Co., Ltd.）

Click the **Continue** and participate to Webinar.

Enter Your Name and Email
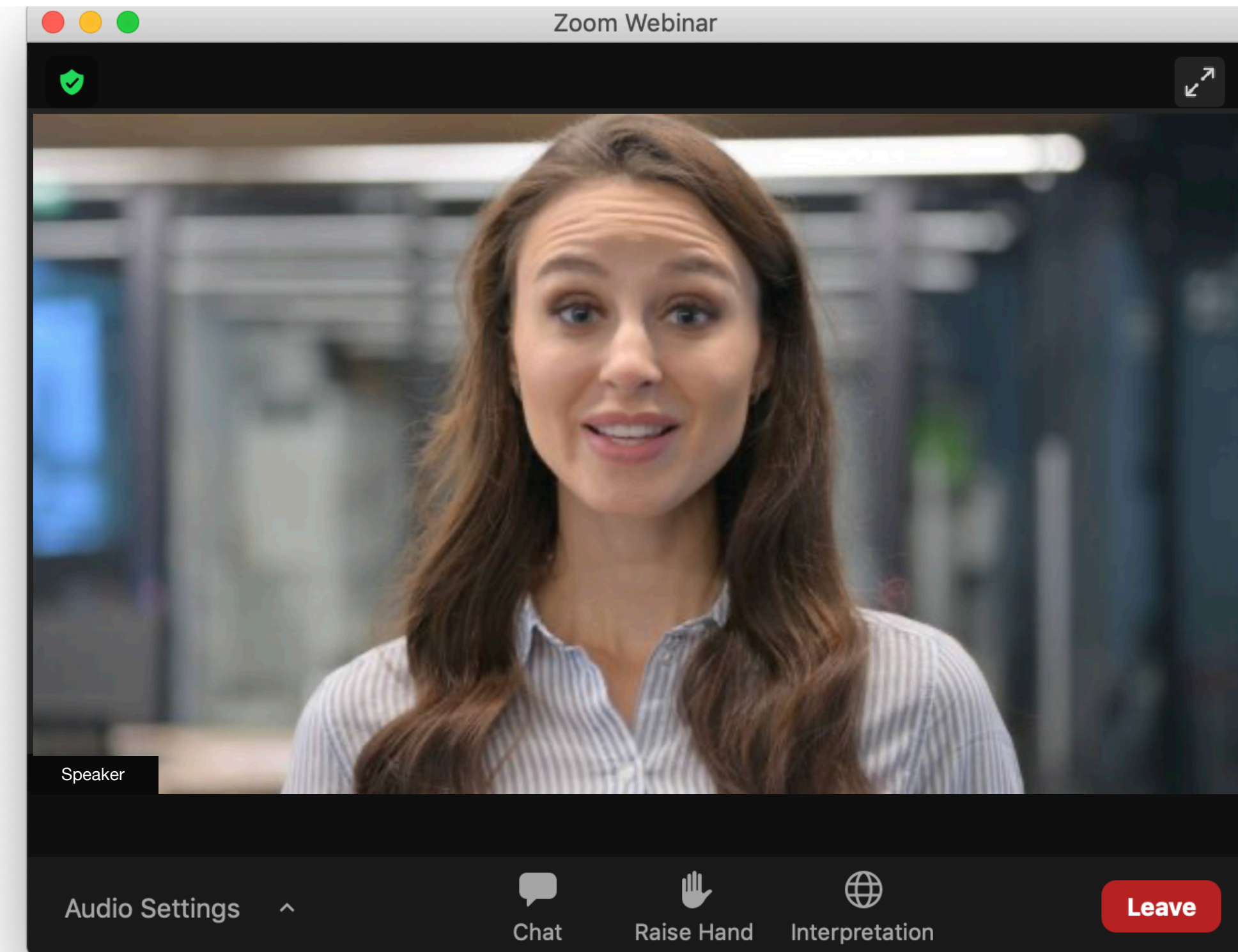
xxx@xxx.xx

1234 T. Kinki (Kinki Nippon Tourist Co., Ltd.

☑ Remember my name for future meetings

👤 Who can see your name and email address?

Cancel   **Continue**

③ **Open the Zoom Webinar.**

Zoom Webinar

Speaker

Audio Settings ^   💬 Chat   ✋ Raise Hand   🌐 Interpretation   **Leave**

Audio Settings ^   Audio setting

💬 Chat   Not used this time
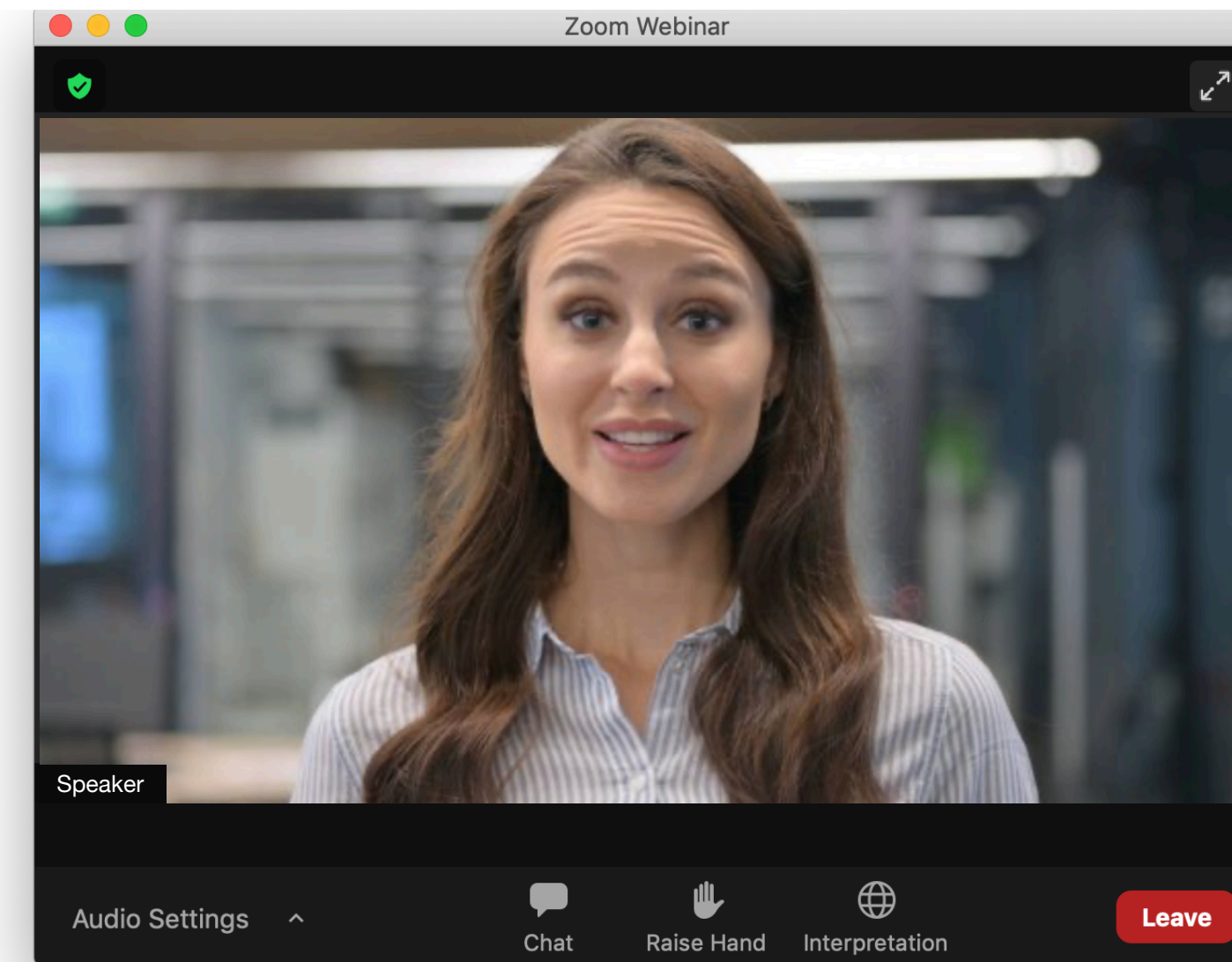
✋ Raise Hand   Raise Hand when you have questions
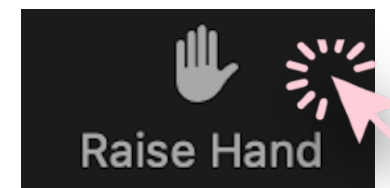
🌐 Interpretation   Translation to English or Japanese
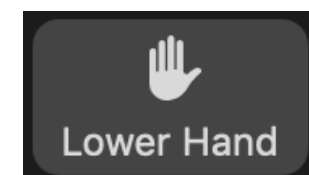
[How to use zoom icons]

[Raise Hand]

Raise Hand

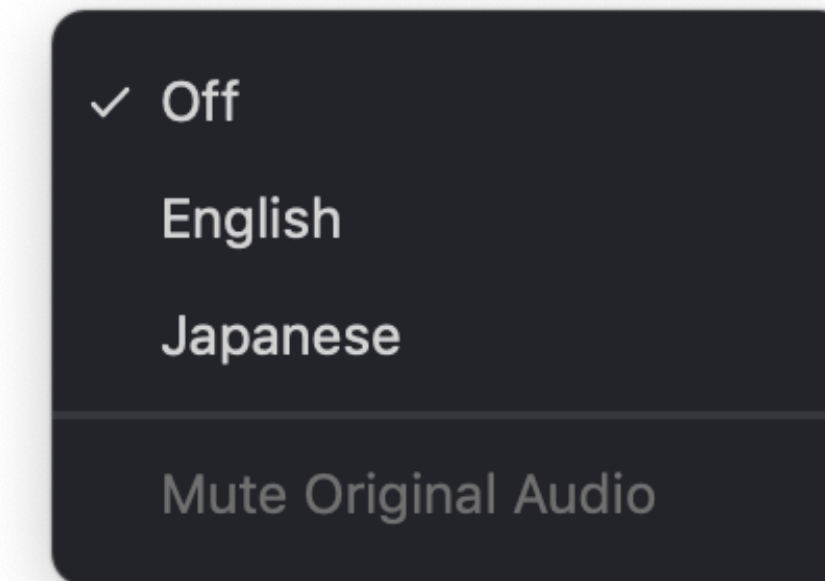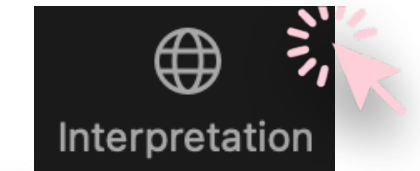Please［Raise Hand］if you have questions or comments to the speakers. Chair would pick up person who raise hand.
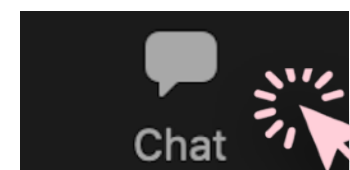Zoom operator will be unmute your microphone if chair selects your questions.

Lower Hand
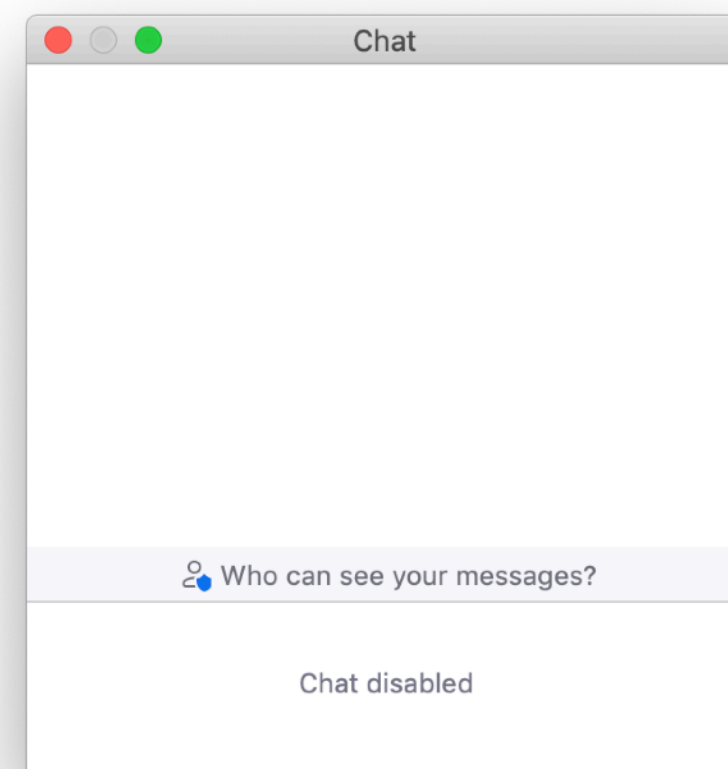
Please［Lower Hand］when your question finished.

[Chat]

Chat

You are not authorized to use chat in this symposium.
Receiving only.

Chat
Who can see your messages?
Chat disabled

[Attendee's View]

[Interpretation]

Interpretation

✓ Off
English
Japanese
Mute Original Audio

the original language will be played when you choose［off］

[English]

Off
✓ English
Japanese
Mute Original Audio
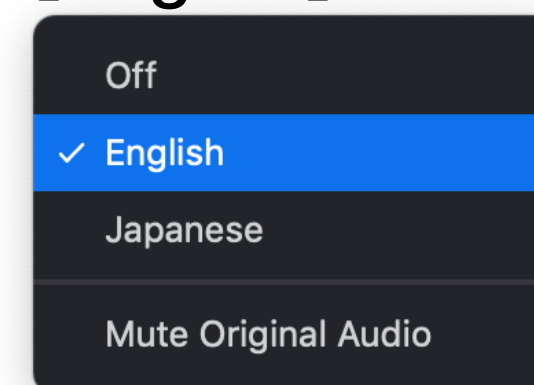
When you choose ［English］, The presentation in Japanese will be translated to English.

[Japanese]

Off
English
✓ Japanese
Mute Original Audio
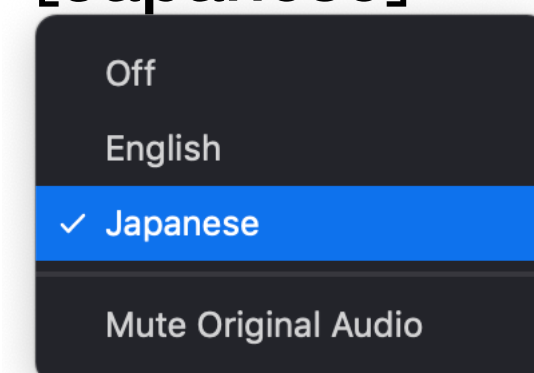
When you choose ［Japanese］, The presentation in English will be translated to Japanese.

［AUDIO Setting］

［視聴画面］

Zoom Webinar

Speaker

Audio Settings | Chat | Raise Hand | Interpretation | Leave
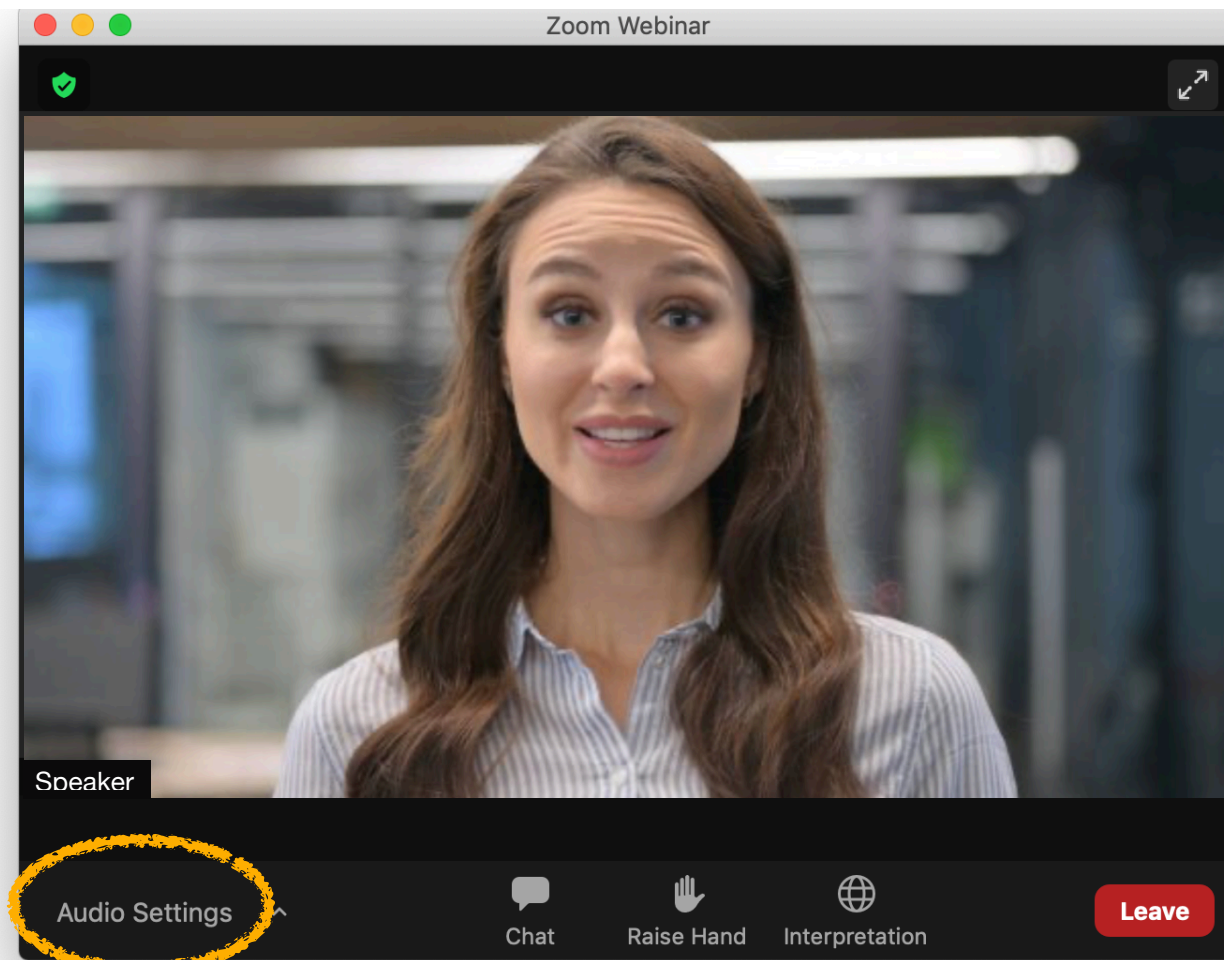
Audio Settings ︿

Click ［︿］

Select a Microphone

Same as System

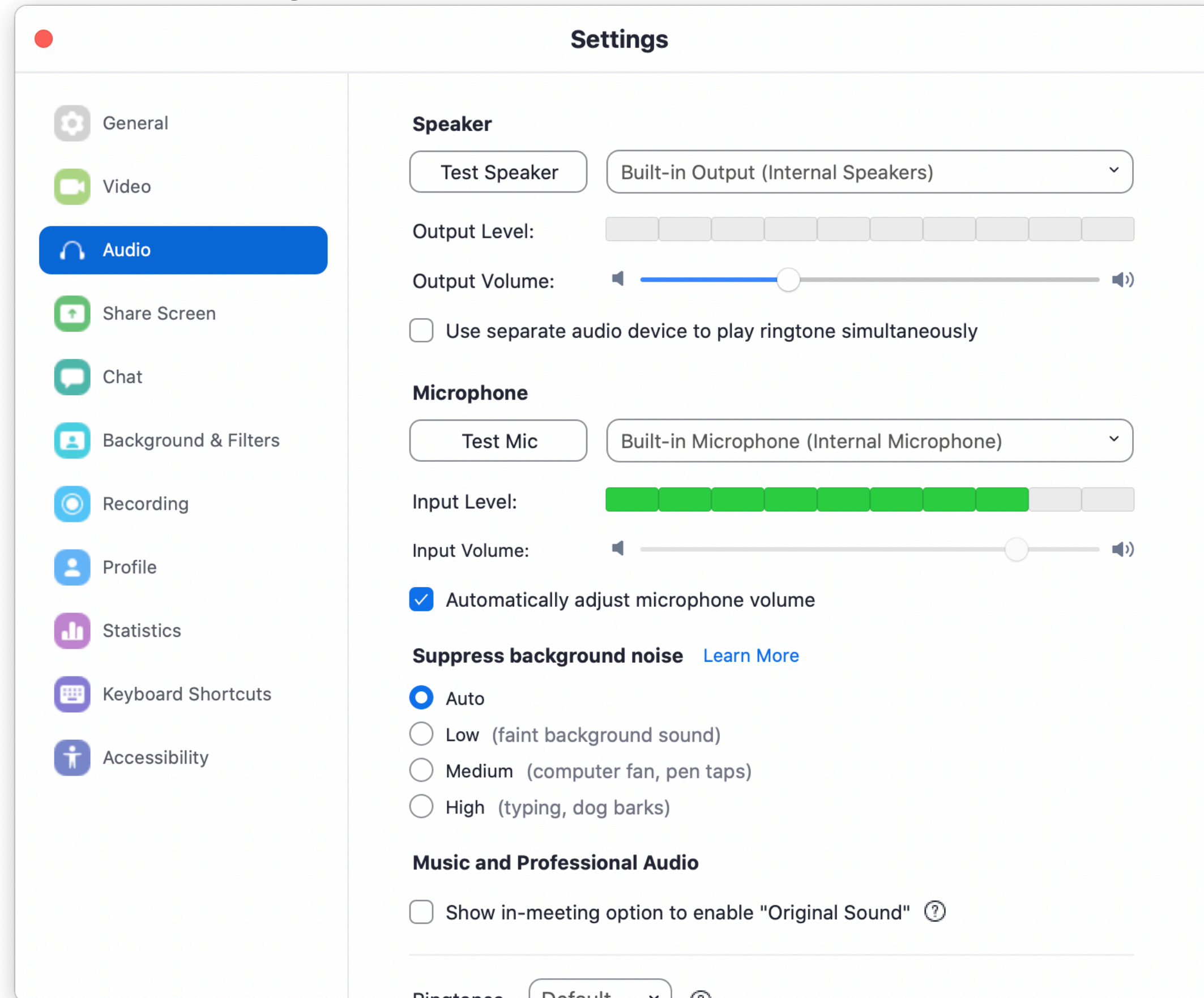✓ Built-in Microphone (Internal Microphone)

Select a Speaker

Same as System

✓ Built-in Output (Internal Speakers)

Test Speaker & Microphone...

Leave Computer Audio
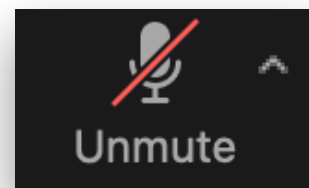
Audio Settings... **Click**

［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 ▾]

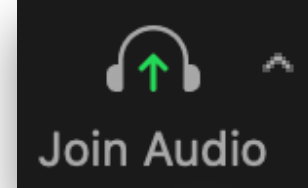
Click [Test Speaker] to check your Speakers are working.
If you may use headphone then display would be changed as
[Built-in Output (Headphones) ▾] .

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) ▾] .

Unmute

This icon means your microphone is muted therefore you may click this icon to activate your microphone.

Join Audio

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.