

Registering, Installing and Setting Up Zoom

Go to <https://zoom.us/signup> to register and setup a free account.

Once you're done registering click "Profile" top left side of screen.

Then click "Edit" on the right side of Profile screen.

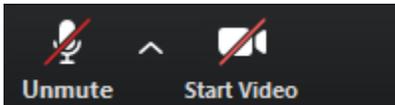
Put in your "First Name" and put your "Callsign" under your last name then click "Save Changes".

If you have not installed zoom on your computer click "Join a Meeting" and copy and paste one of the "Meeting ID" that was sent to you.

If your browser did not install zoom automatically click on "download and run zoom". Once done installing you can copy and paste the "Password" in the "Enter meeting password" box.

Now you should be in a zoom room.

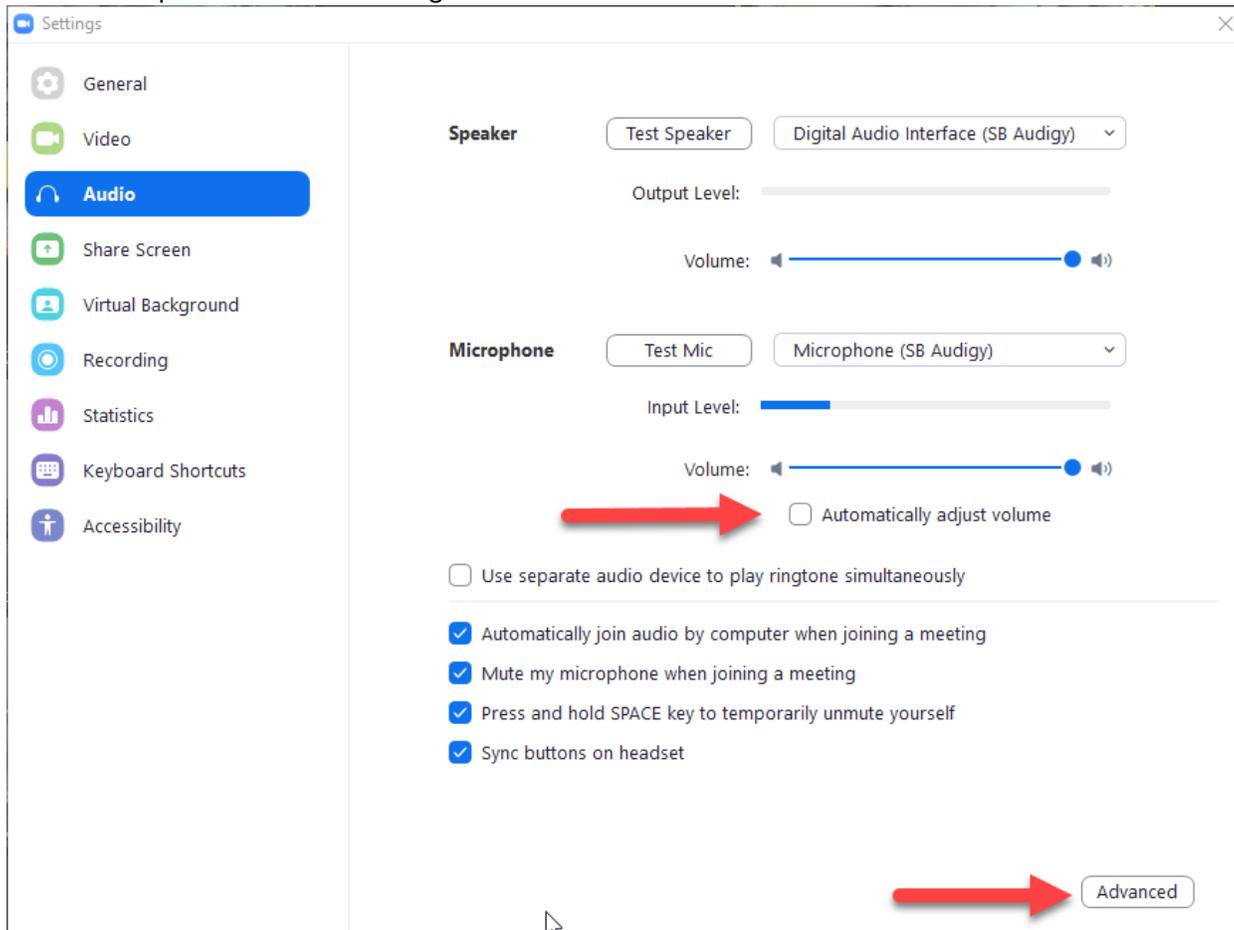
Click on the ^ next to the "Mic Icon" bottom left of zoom menu.



Go to the bottom of the list and click on "Audio Settings"

Click "Test Speaker" to see if you can hear anything. If not select your sound card from the drop down list on the right.

Click "Test Mic" and say something then click "Recording" to see if you heard yourself. If not select your microphone from the drop down menu on the right.



"Uncheck" the "Automatically adjust volume" box.

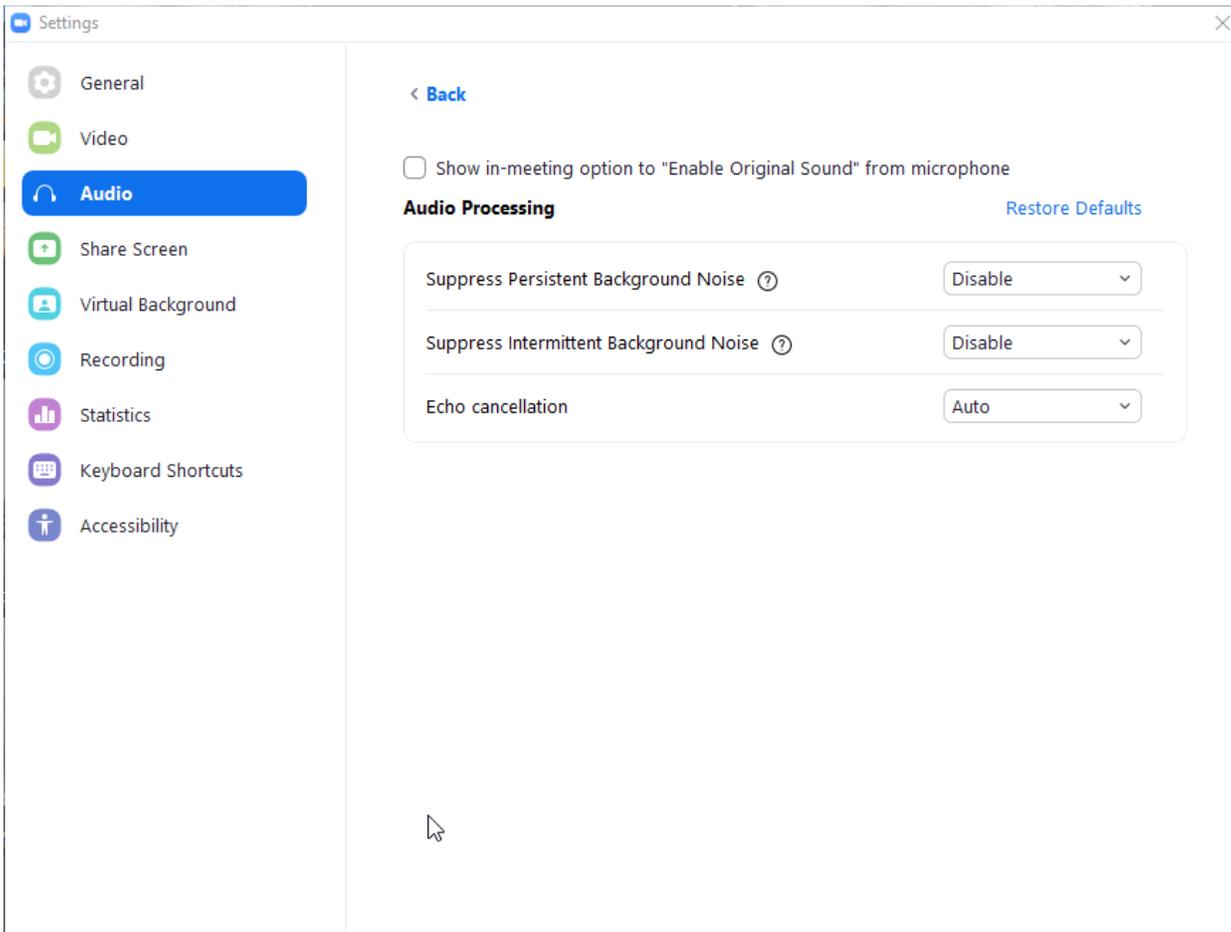
"Check" Automatically join audio by computer when joining a meeting.

"Check" Mute my microphone when joining a meeting.

"Check" Press and hold SPACE key to temporarily unmute yourself

"Check" Sync buttons on headset

Click "Advanced" button bottom right.



Under Audio Processing:

“Disable” Suppress Persistent Background Noise

“Disable” Suppress intermittent Background Noise.

Click “X” top right to close out box and you’re done.

It’s always good practice to keep your mic muted at all times to avoid background noise and feedback in to the room. You can click the “Unmute” mic icon on the bottom left of zoom menu then click “Mute” when you’re done talking. You can also use the SPACE bar on your keyboard as a PTT button BUT sometimes it doesn’t work properly if zoom is not selected on your computer screen.

Be sure to connect in a little earlier before each session to avoid missing anything.

73 es aloha,

Bev

KH7LM