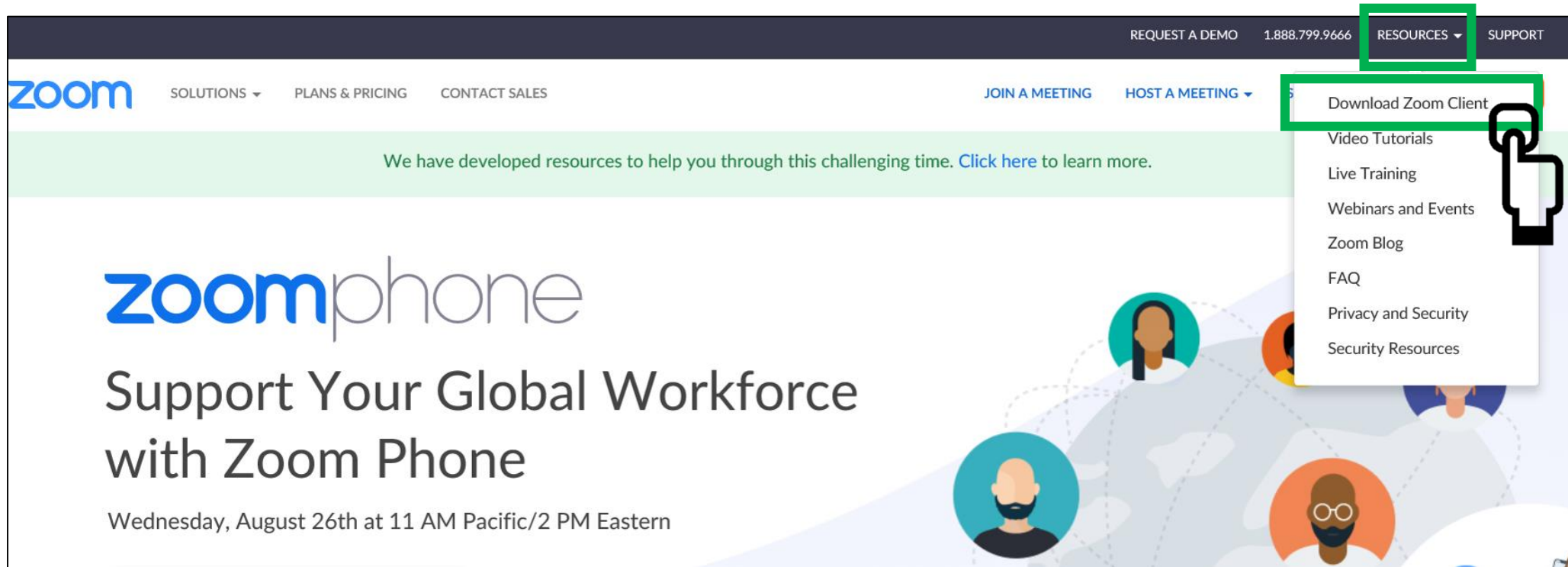


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Zoom Installation Guide

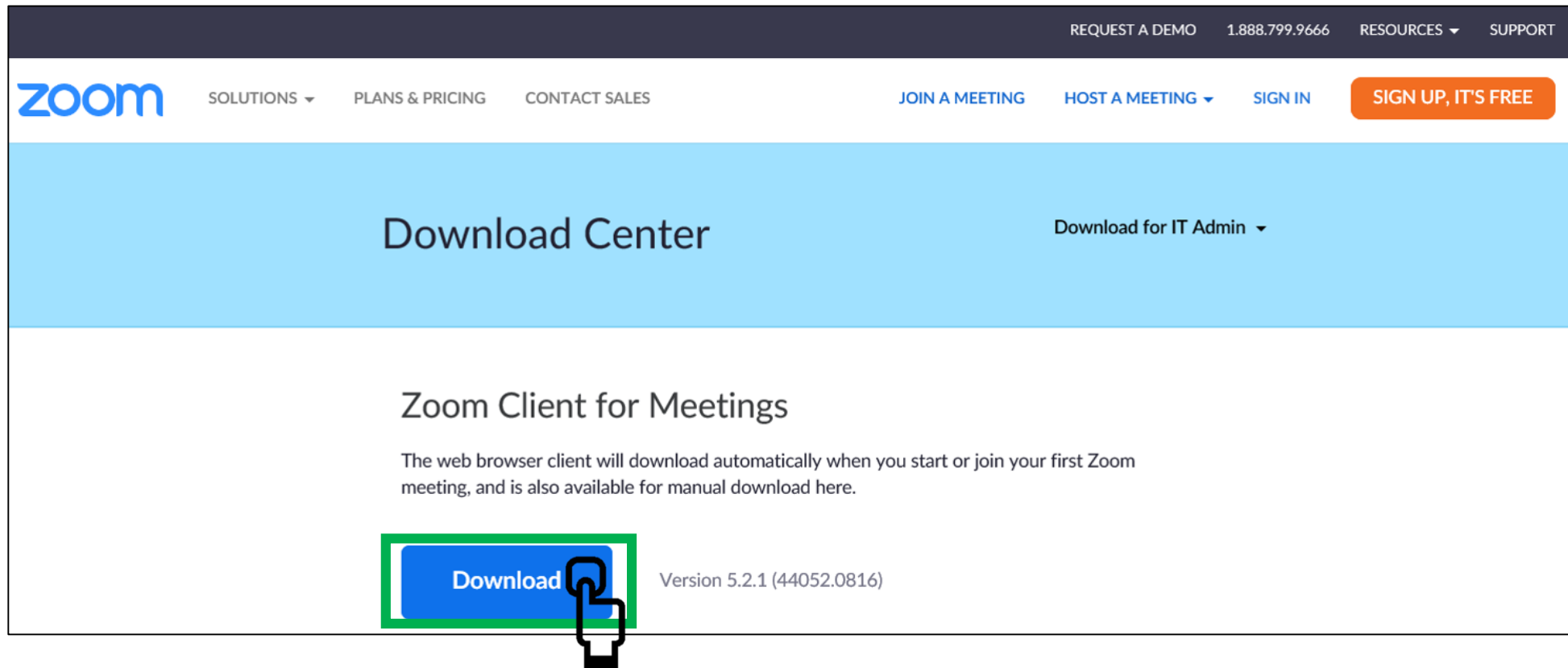
— 1 —

1-1. Access to Zoom website



Download the program from Zoom's official website (<https://zoom.us/>)
[Resource]-[Download Zoom Client]

1-2. Download the Zoom Program



Download the program from the ZOOM official website (<https://zoom.us/>)
[RESOURCES] – [Download Zoom Client]-[Zoom Client for Meetings]

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Zoom Setting

— 2 —

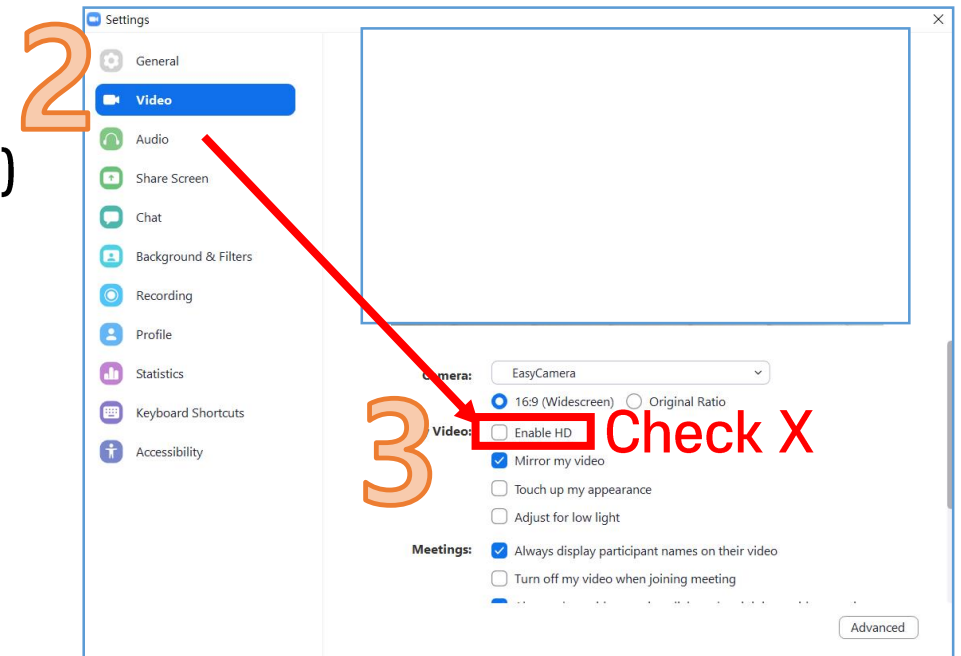
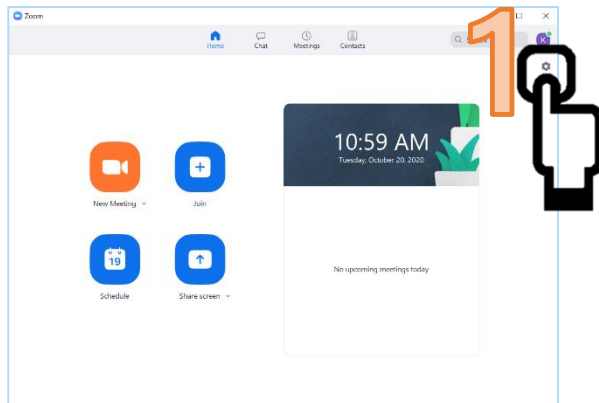
2-1. Preparation before starting Zoom

- ❖ Preparing 'microphone' before lecture begins: If you don't have a microphone, please use a headset or earphone with a call function.
- ❖ Please test before the start of the lecture.



2-2. How to set up the Zoom

1. Check the Internet connection.
(interruption may occur when using wireless Internet_Wifi/tethering.)
2. It is recommended to prepare an ear microphone set to attend the meeting.
(The sound of the speaker may enter the microphone and cause an echo.)
3. When participating in the ZOOM meeting,
please change to your real name.
4. 'HD webcam video disabled' (reduces video stuttering)

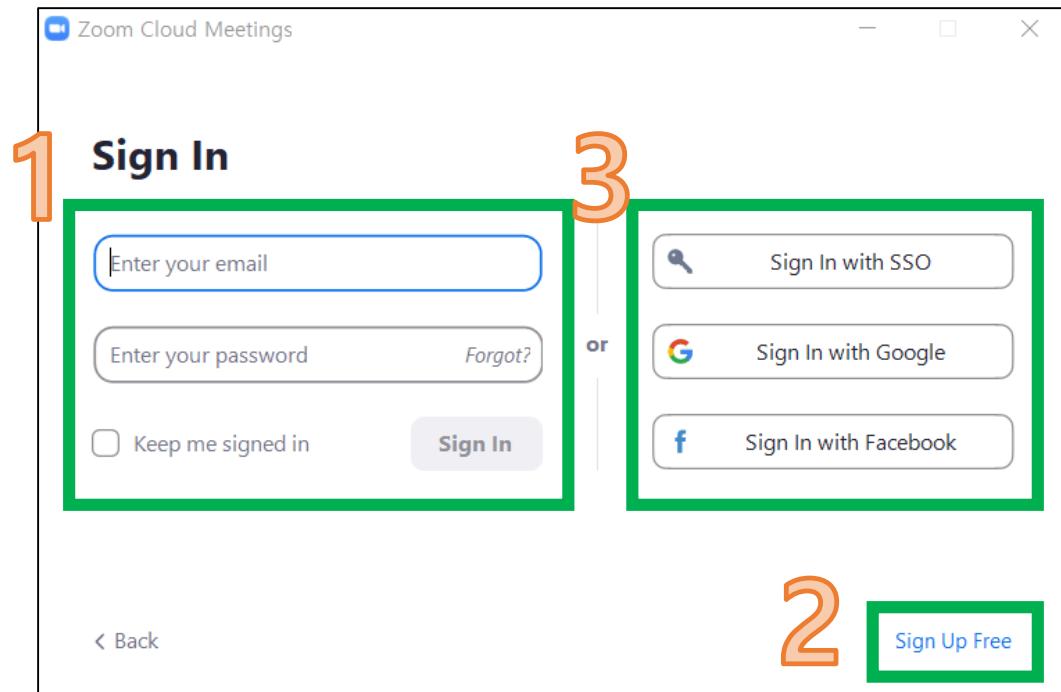


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Zoom Program Log in/Start

— 3 —

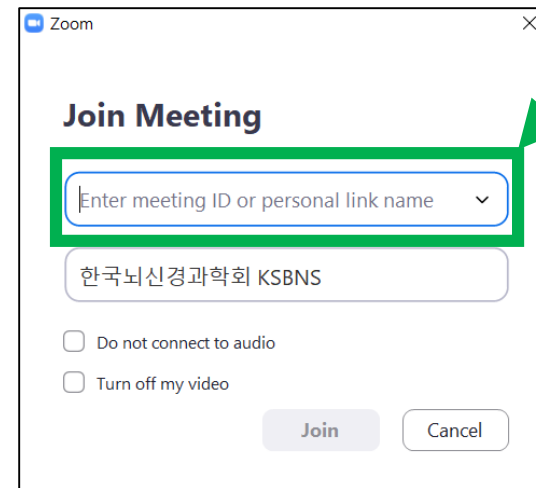
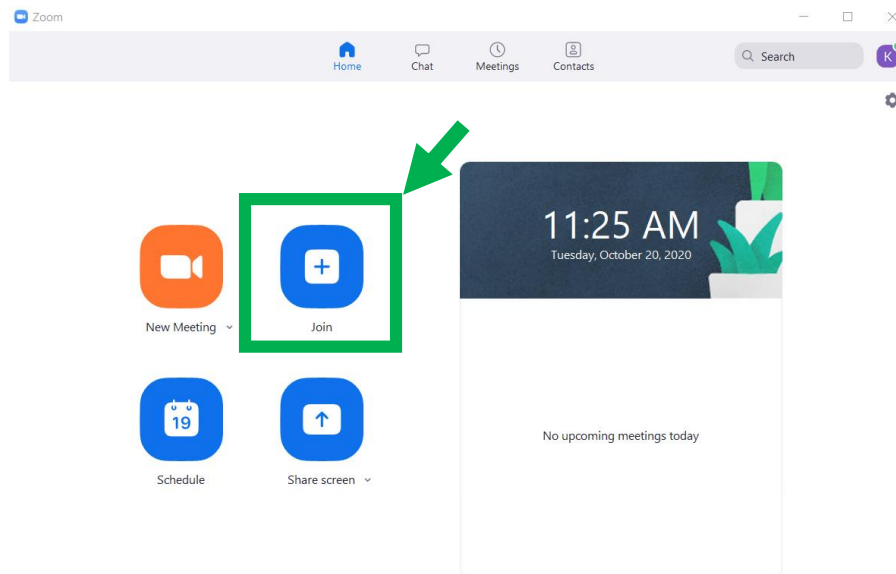
3-1. Zoom Program Log in



1. Run the Zoom program and log in.
2. If you do not have an ID, click the [Sign Up Free] button to register as a member.
3. Or, if you have an SSO / Google / Facebook account, you can log in without registering as a separate member.

3-2. Join Zoom Conference

We recommend rehearsing for your smooth meetings.
Please log in to Zoom about an hour in advance and proceed with the rehearsal.



*When participating in a meeting

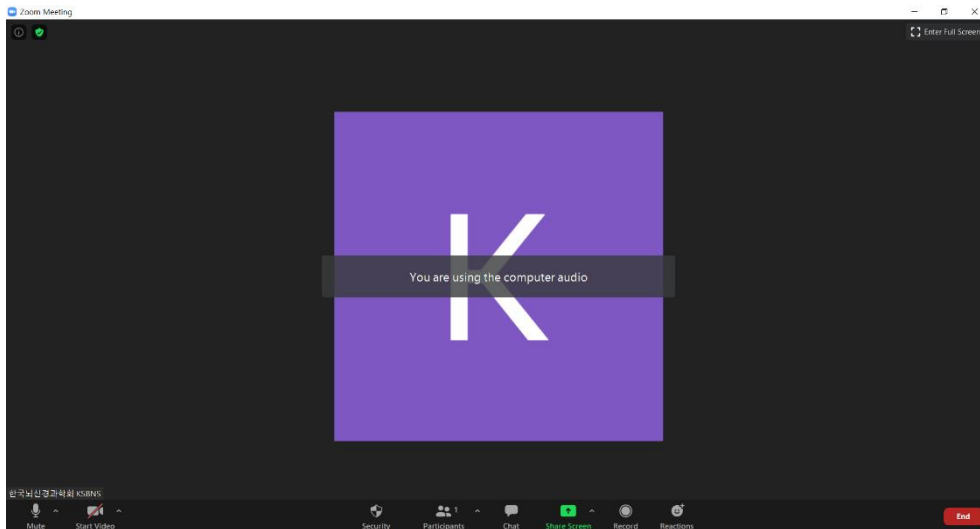
Conference ID given in advance [###-###-####]
or
Connect by entering the link

For rehearsal and lecture presentation,
Click the [Join] button to join the meeting.

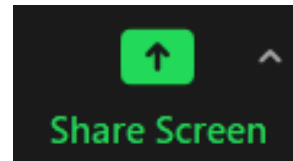
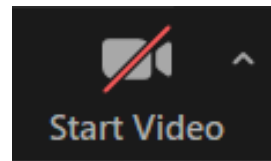
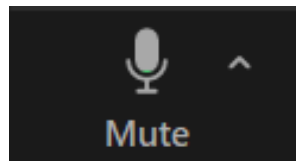
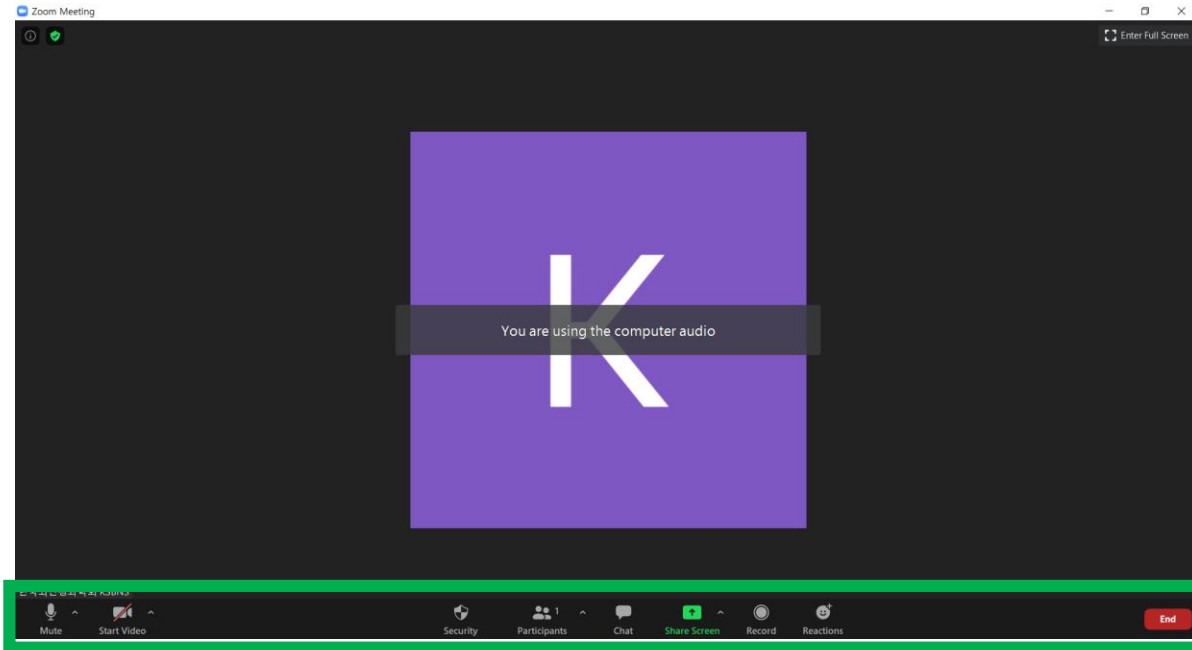
3-3. Notes on using Zoom

*Zoom personal shooting guide

1. Horizontal alignment (to keep the screen aspect ratio constant)
2. Check camera angle (camera eye level = optimal eye level / stare at the camera for naturalness when speaking)
3. Check the lighting (adjust the lighting so it is not too dark)
4. Sound check (no noise, confined space recommended)



3-4. Notes on using Zoom



*Zoom personal attendance guide

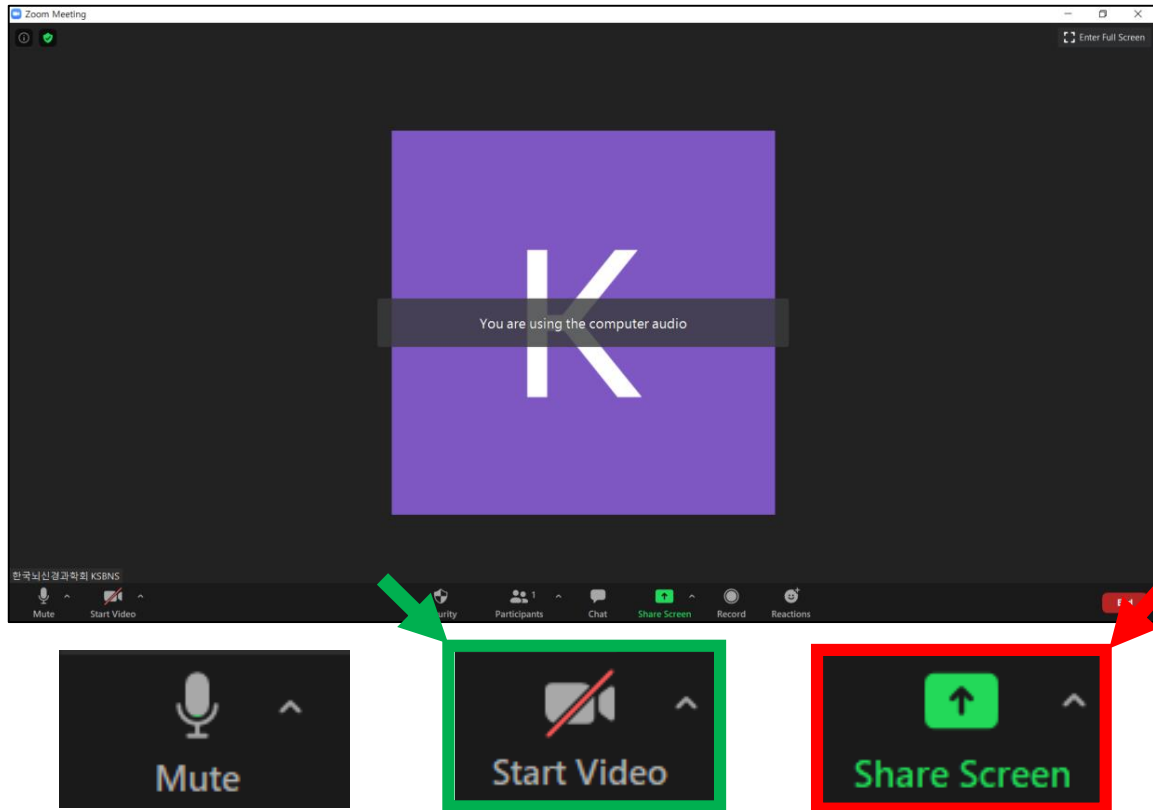
1. Audio check (sound, volume, speaker, etc.)
2. Video check
3. Screen sharing: Used for speaker presentation

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Zoom Recording

— 4 —

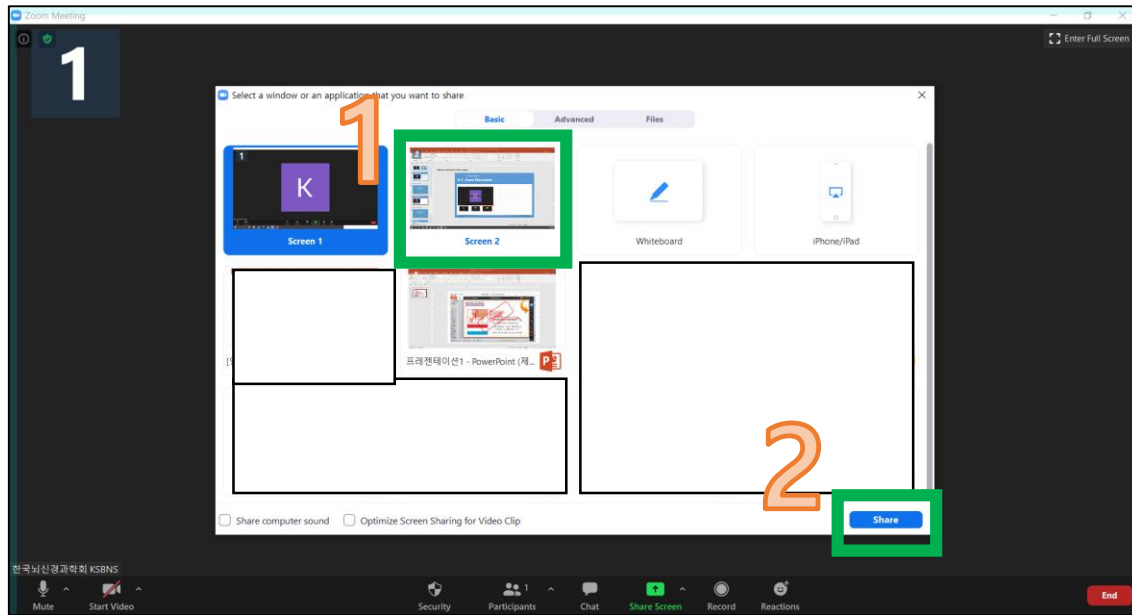
4-1. Zoom Recording



Click the **[Screen Share]** button.

Please click the **[Start Video]** button before starting.

4-2. Zoom Recording

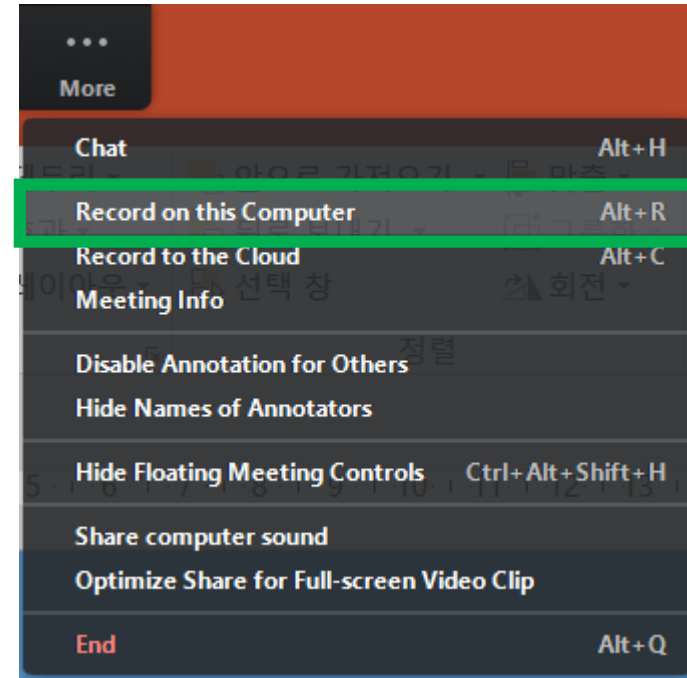
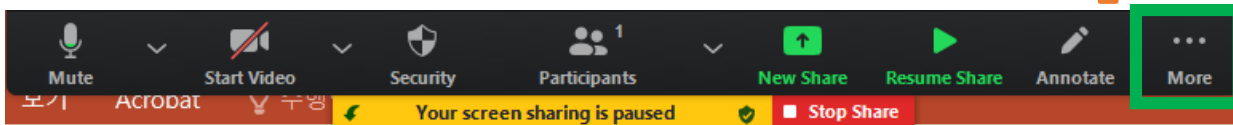


1. Select a screen to conduct the lecture.
2. After making your selection, click the **[Share]** button.

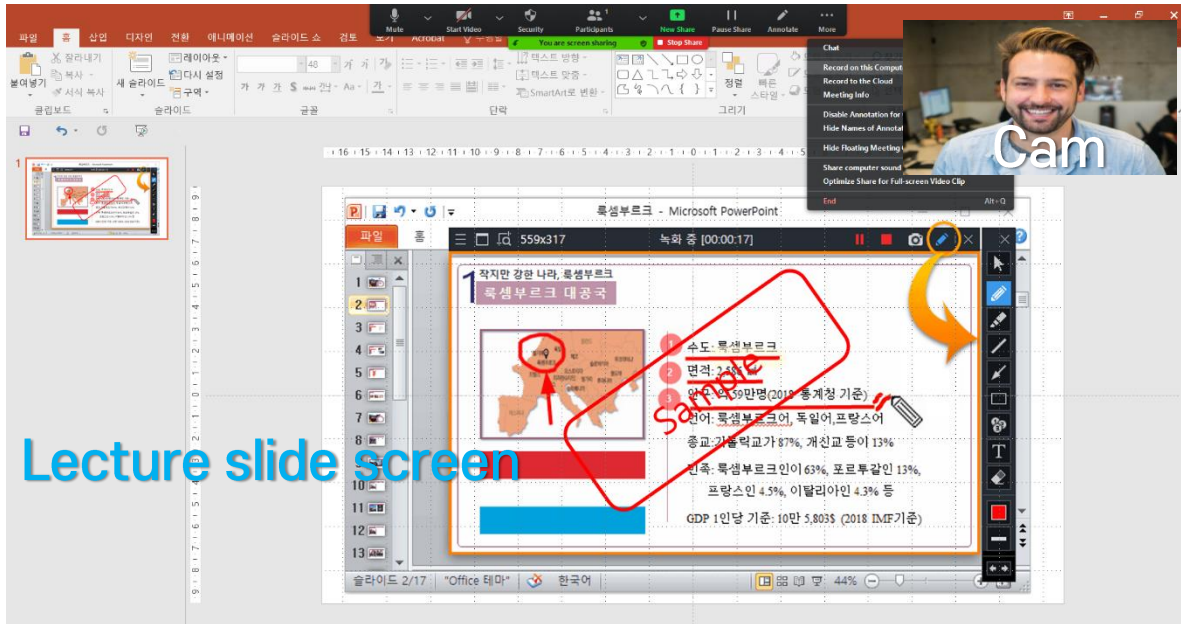
[Sample screen]

4-3. Zoom Recording

1 After click the [More] button,

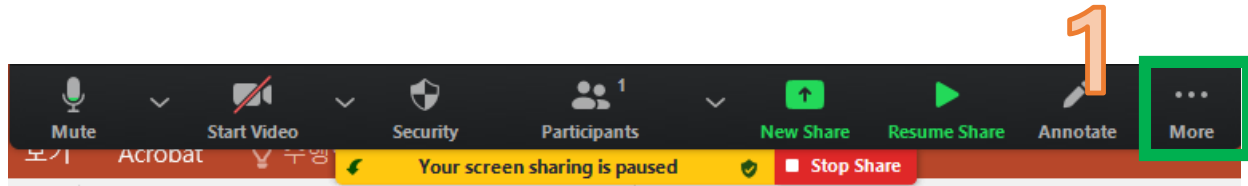


2 Click the [Record on this Computer] button

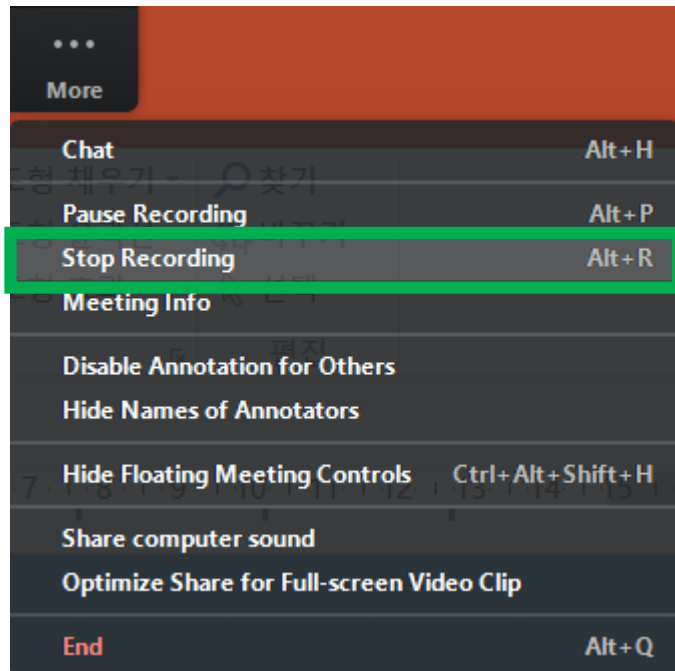


[Sample screen]

4-4. Zoom Recording



2

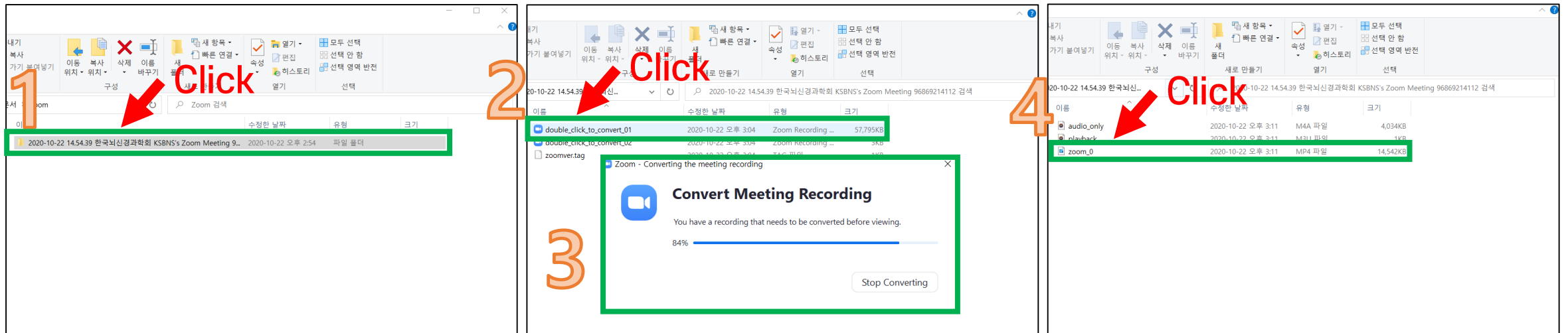


1. After recording starts, if you want to finish recording, click the **[Stop Recording]** button. (The recorded video is automatically saved.)
2. Click the **[Pause Recording]** button if you want to stop recording for a while and resume recording.

4-5. Zoom Recording

❖ Recording file location

[My PC]-[Documents]-[Zoom folder]-[Click the recorded file]-[Convert to MP4 file]



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Zoom Discussion

— 5 —

5-1. Zoom Discussion

[Live Discussion (Zoom)]

Through the lecture screen that the speaker lectures participants can have live discussions.

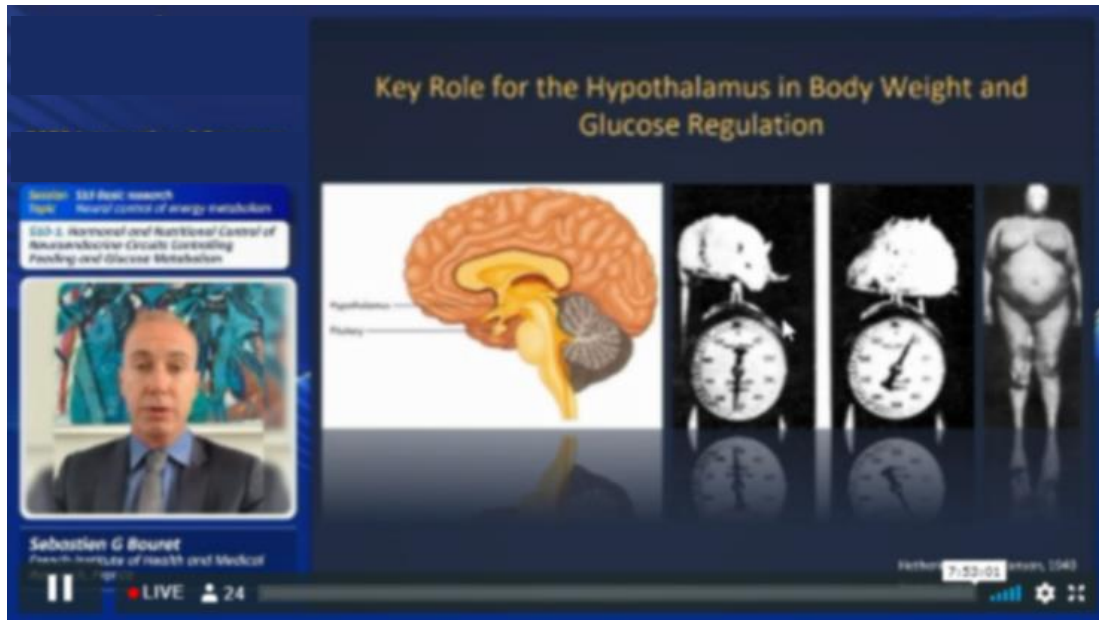
After rehearsing **about an hour before** the start of the lecture When you finish [Presentation / Discussion],

You can keep waiting at the Zoom conference Or you must enter **10 minutes before** class starts after leaving the room.



[Platform transmission video sample]

5-2. Zoom Discussion



[Platform transmission video sample]

[Notes for live discussion (ZOOM)]

Please check the list below in advance to ensure smooth progress.

1. Headphones (PC 3.5mm) and microphone [Earphones are also available.]

2. Use **Chrome**, not Internet Explorer.
(www.google.com/chrome)

3. Internet speed is important.
We recommend **wired Internet (LAN)** instead of Wi-Fi.

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Thank you